Missouri First Steps Reference Manual

Table Of Contents

Overview

Welcome to the Missouri First Steps Reference Manual. The purpose of this manual is to provide you with a powerful reference guide to help you use the Missouri First Steps web application. This manual has been compiled from the How Do I help topics included as part of the Missouri First Steps online help system. How Do I help topics get their name from the fact that they answer the question, "How do I complete this task?" Each of these topics includes a step-by-step exercise that walks you through a specified task. And, because this manual is compiled from help topics included in the Missouri First Steps web application, you can access the appropriate exercises online whenever you are using the application.

The How Do I topics in this manual are an excellent source for looking up specific tasks and organized for easier accessibility. So for example, if you need to know how to view a provider's specialties, you simply look in the Table of Contents for the section entitled How Do I View a Provider's Specialty List. Once you know the topic's page number, you can open the manual to that page and begin the exercise.

As you can see, this manual is an excellent resource for looking up the individual tasks that make up the processes that you'll be using every day. The manual is divided into a few distinct areas. Take a minute to look at the Table of Contents and flip through the manual to familiarize yourself with the information it holds so that the next time you need a piece of information quickly, you'll know where to find it.

Getting Started

Navigating Help…

Within the help system, navigation buttons are displayed in the panel along the top of the web page. The following list describes each of the navigation buttons:

- Click the **Contents** button to access the help system's table of contents.
- Click the **Index** button to access the help system's index.
- Click the **Glossary** button to access the help system's glossary of terms.
- Click the **Search** button to access the help system's search function.
- Click the **How Do I** button display a list of all How Do I topics within the help system.

The contents, index, glossary, and search function are displayed in a pane on the left-hand side of the help system web page. The How Do I List is the only exception--it is displayed in this pane on the right-hand side of the web page.

To navigate to a previously displayed help topic click the web browser's **Back** button. For more information on navigating web pages, refer to your web browser's help file.

To print the currently displayed help topic, click the web browser's **Print** button. For more information on printing web pages, refer to your browser's help file.

How Do I Find a Help Topic

Use this exercise to find a help topic quickly and easily within the help system. There are four unique ways of locating a help topic. Use the method that you find most useful.

Complete the following steps to find a help topic using the table of contents:

1. Click the **Contents** button to display the help system's table of contents panel on the left-hand side of the web page.
2. Browse through the help topics, displayed by category.
3. Click a book to display the help topics it contains.
4. Click a page to display a selected help topic.

Complete the following steps to find a help topic using the index:

1. Click the **Index** button to display the help system's index panel on the left-hand side of the web page.
2. Browse through the keywords, listed alphabetically. ***OR*** Type a keyword or phrase in the text box to highlight a specific help topic.
3. Click a keyword in the index to display the help topic.

Complete the following steps to find a help topic using the search:

1. Click the **Search** button to display the help system's search panel on the left-hand side of the web page.
2. Type a keyword or phrase in the text box.
3. Click the GO button to begin the search.
4. Browse through the list of returned topics, sorted alphabetically.
5. Click a topic in the list to display a selected help topic.

Complete the following steps to find a How Do I help topic using the How Do I List:

1. Click the **How Do I** button to display the help system's *How Do I List* on this side of the web page.
2. Browse through the list of topics, displayed alphabetically.
3. Click a topic in the list to display the selected help topic.

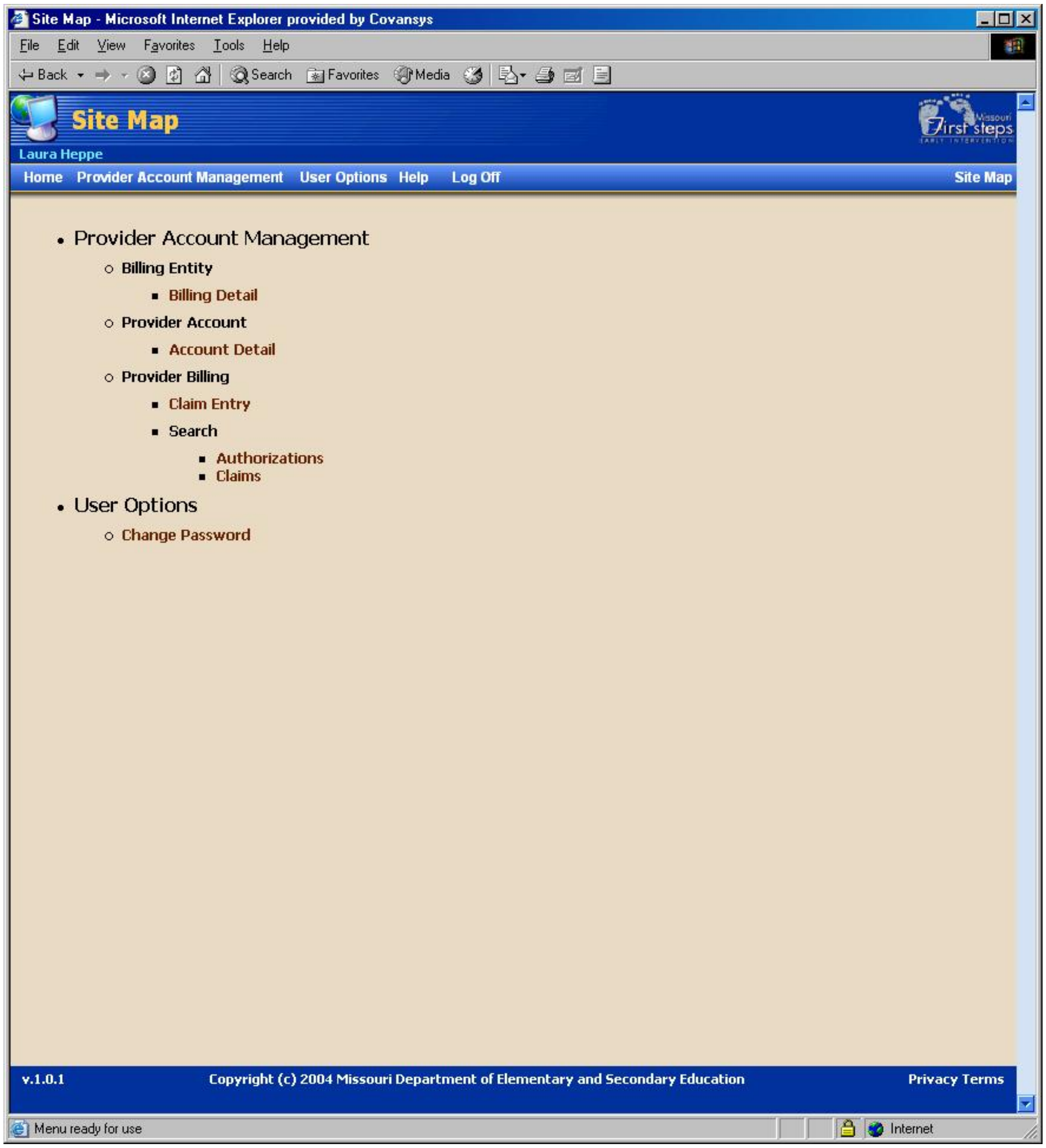
Note: When you have found the help topic you were looking for using one of the methods listed above, you can click on the button to hide the left-hand panel.

How Do I View the Application Site Map

Use this exercise to view and navigate to all pages contained within the application.

Complete the following steps to finish this exercise:

1. Select the **Site Map** menu option. The Site Map page displays.



2. Click on the links displayed to navigate to a specific page within the application.

Tip: All pages contained within the application are displayed on the Site Map page.

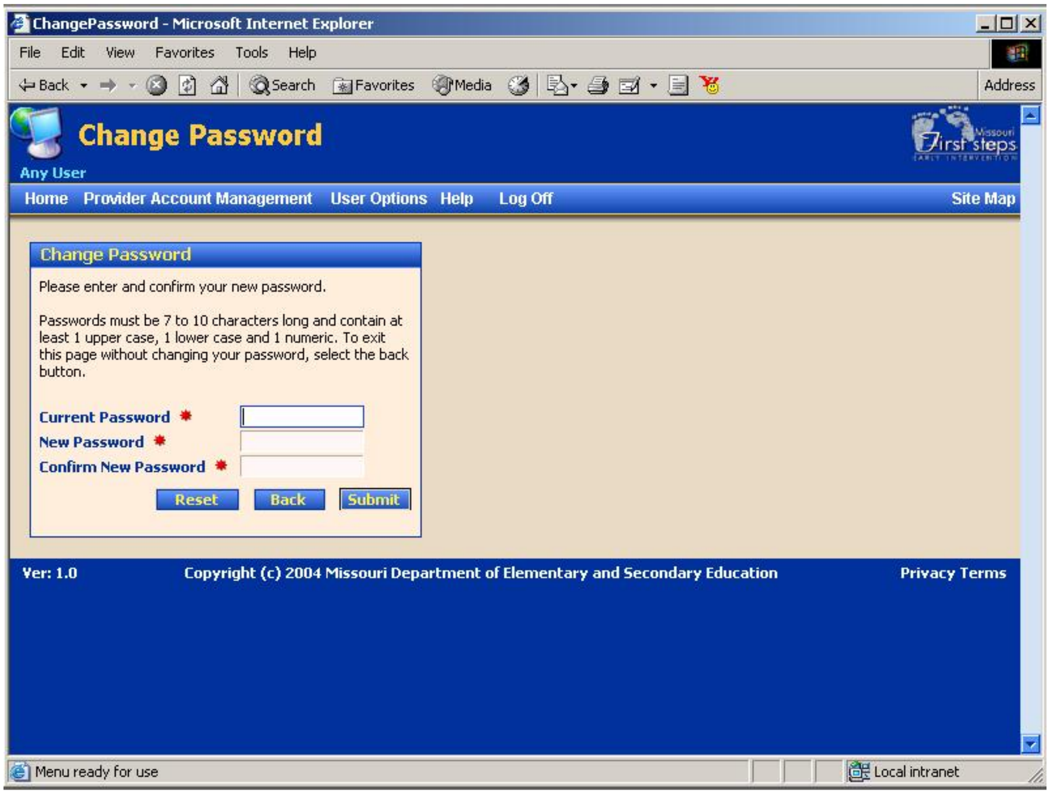
How Do I Change User Password Information

Use this exercise change your user password information.

> **Note:** Passwords must be 7 to 10 characters long and must contain at least 1 upper case character, 1 lower case character, and 1 numeric character.

Complete the following steps to finish this exercise:

1. On the **User Options** pull-down menu, select the **Change Password** menu option. The Change Password page displays.



2. Enter **Current Password**.
3. Enter your **New Password**.
4. Enter your new password again in **Confirm New Password**.
5. Click **Submit**.

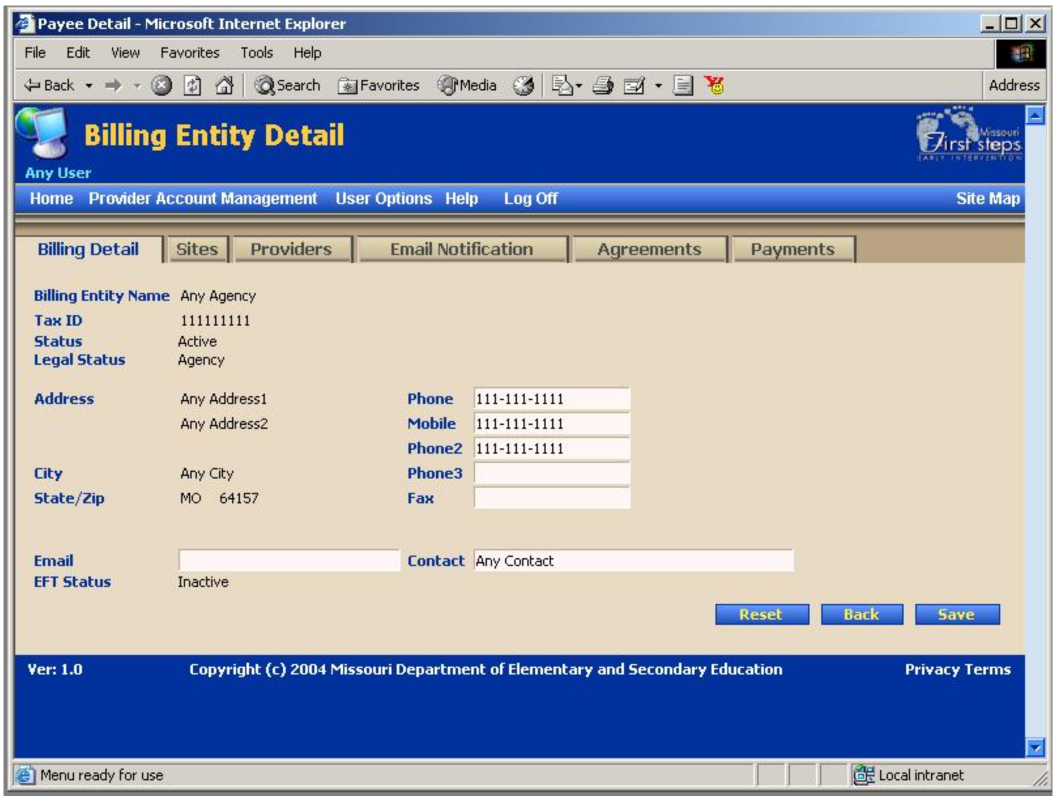
Billing Entities

How Do I Enter or Update Billing Entity Detail Information

Use this exercise to see how to enter or update detailed information about a billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Enter or update the following information as necessary:
   - Phone
   - Mobile
   - Phone2
   - Phone3
   - Fax
   - Email

- Contact

4. Click **Save**.

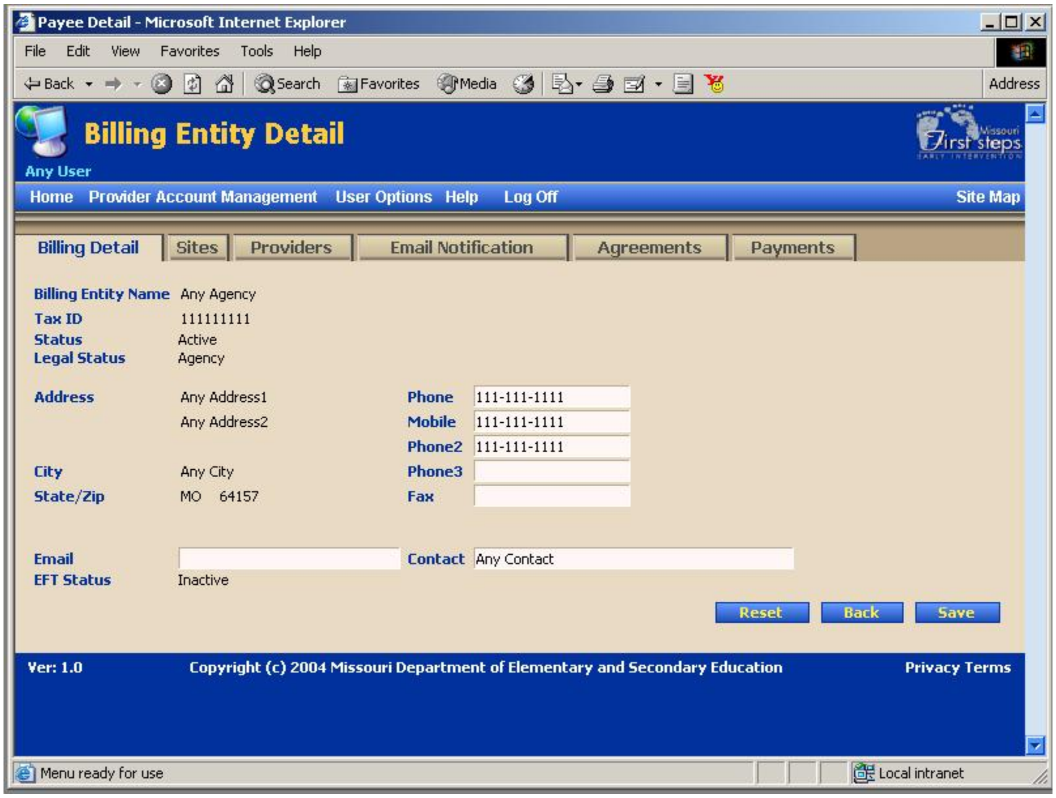
Tip: The other information displayed on this page is read-only and cannot be changed.

How Do I View a List of Billing Entity Sites

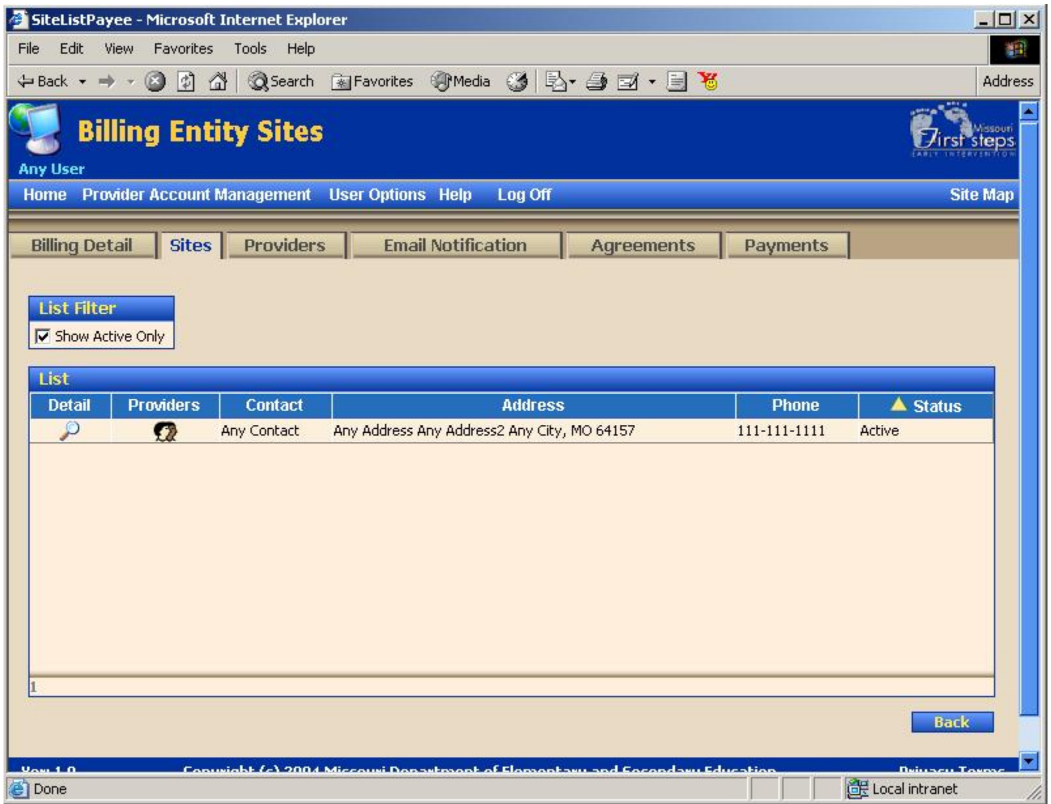
Use this exercise to view a list of sites associated with a specific billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Sites** tab. The Billing Entity Sites page displays.



4. View a list of the sites currently associated with the billing entity in the **List** table.

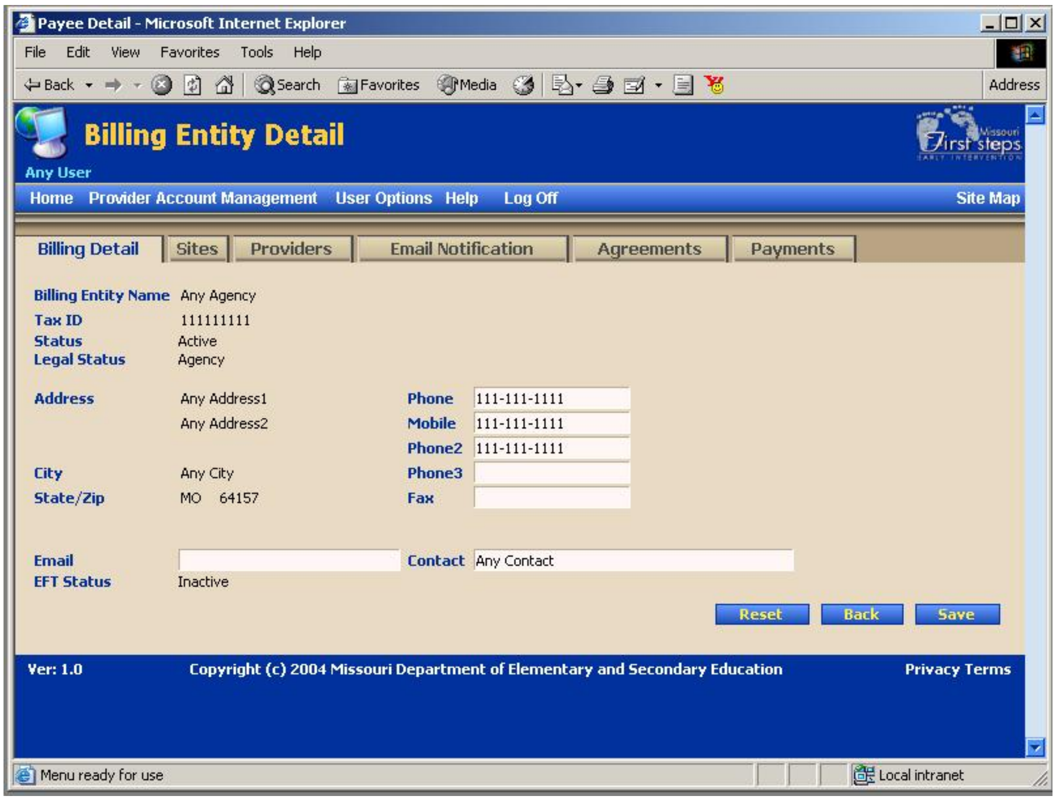
Tip: You can click the **Show Active Only** check box to view only the sites that are currently active.

How Do I View and/or Update a Billing Entity's Site Detail Information

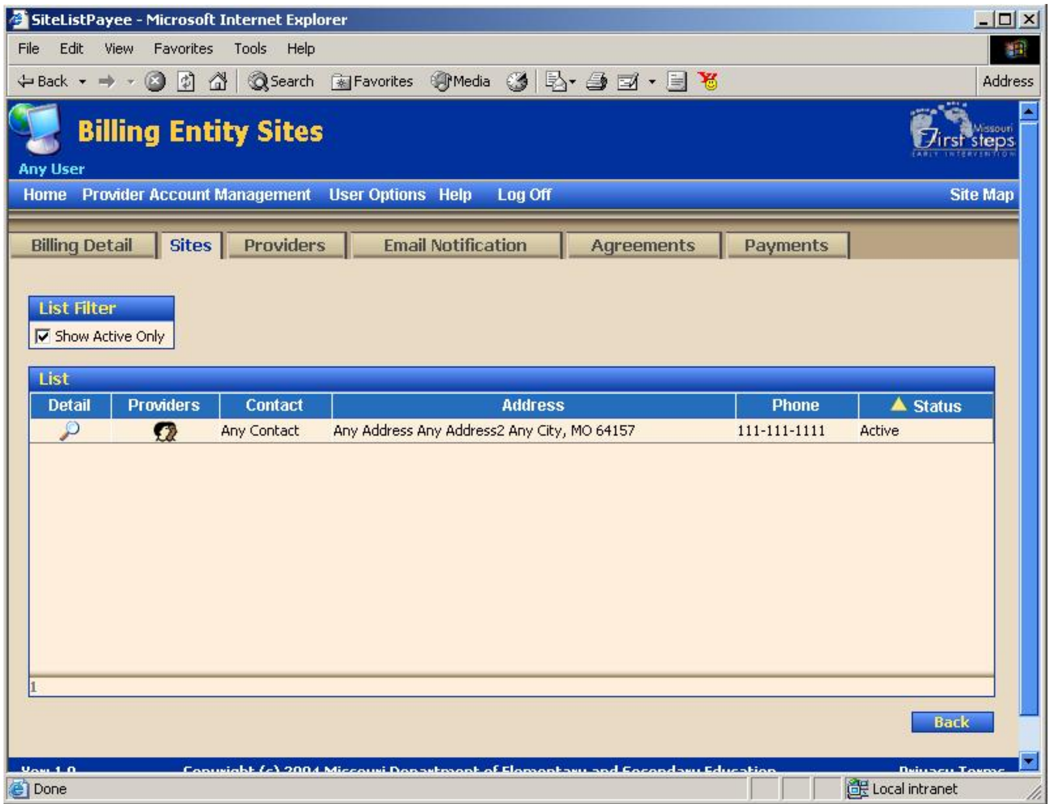
Use this exercise to view and/or update site-specific detail information for a billing entity.

Complete the following steps to finish this exercise:

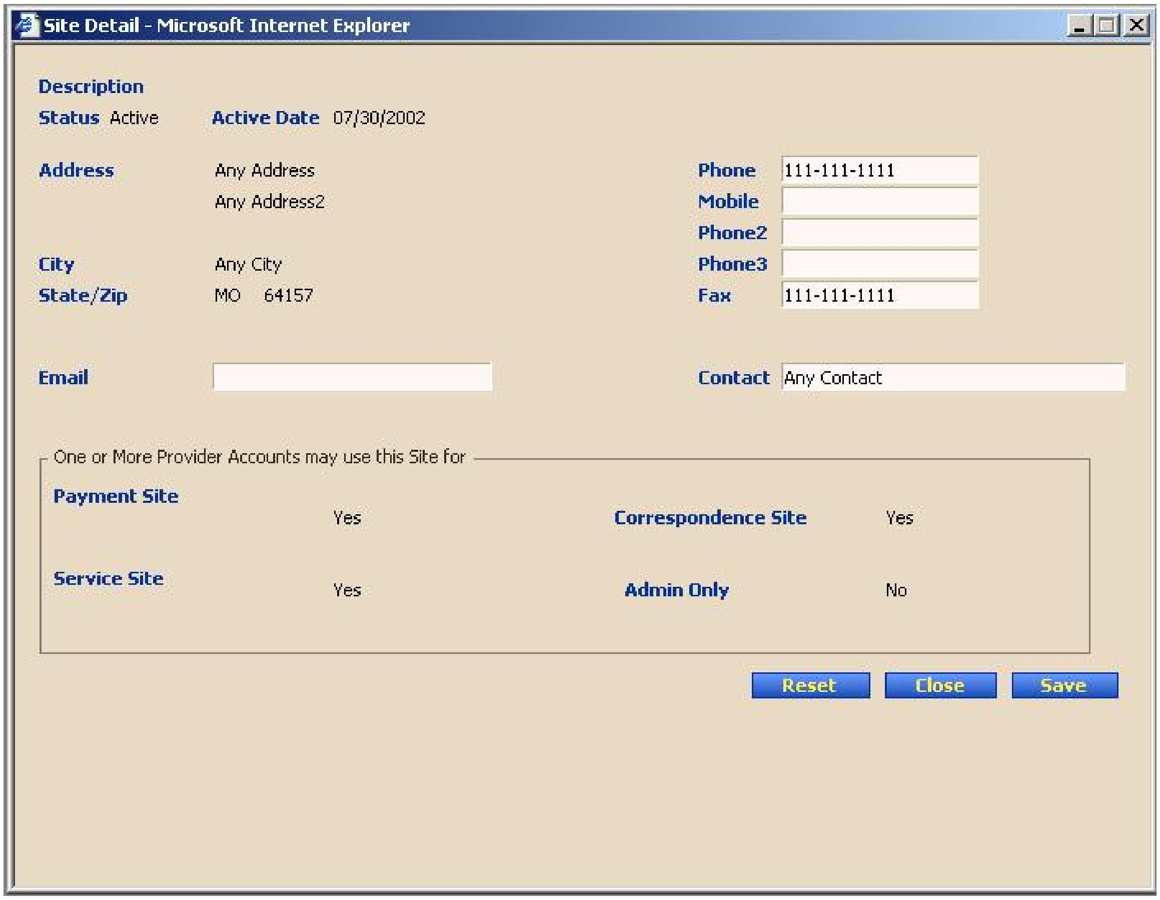
1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Sites** tab. The Billing Entity Sites page displays.



4. Click the **Detail** icon next to a specific site in the **List** table. The Site Detail page displays.



Note: To update the site's detail information, complete the remaining steps in this exercise.

5. Update the following information as necessary:
    - Phone
    - Mobile
    - Phone2
    - Phone3
    - Fax
    - Email
    - Contact
6. Click **Save**.

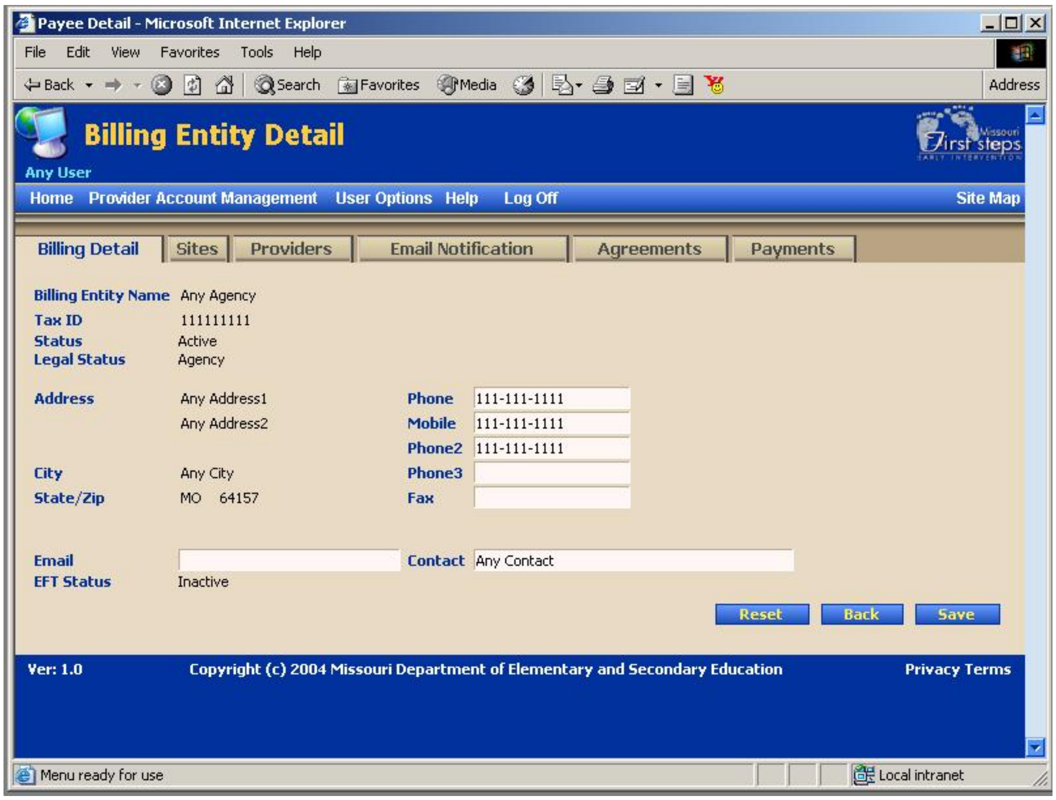
Tip: The other information displayed on this page is read-only and cannot be changed.

How Do I View a List of Billing Entity Providers by Site

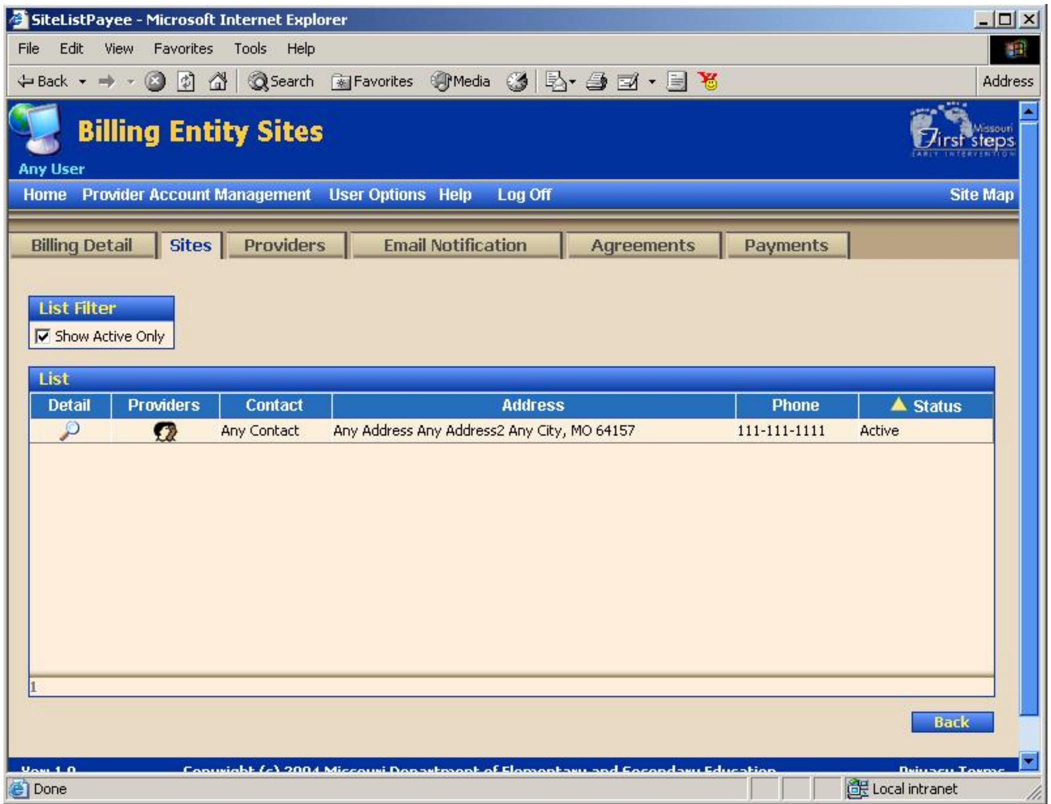
Use this exercise to view all the providers who use a specific site for service, correspondence or payments.

Complete the following steps to finish this exercise:

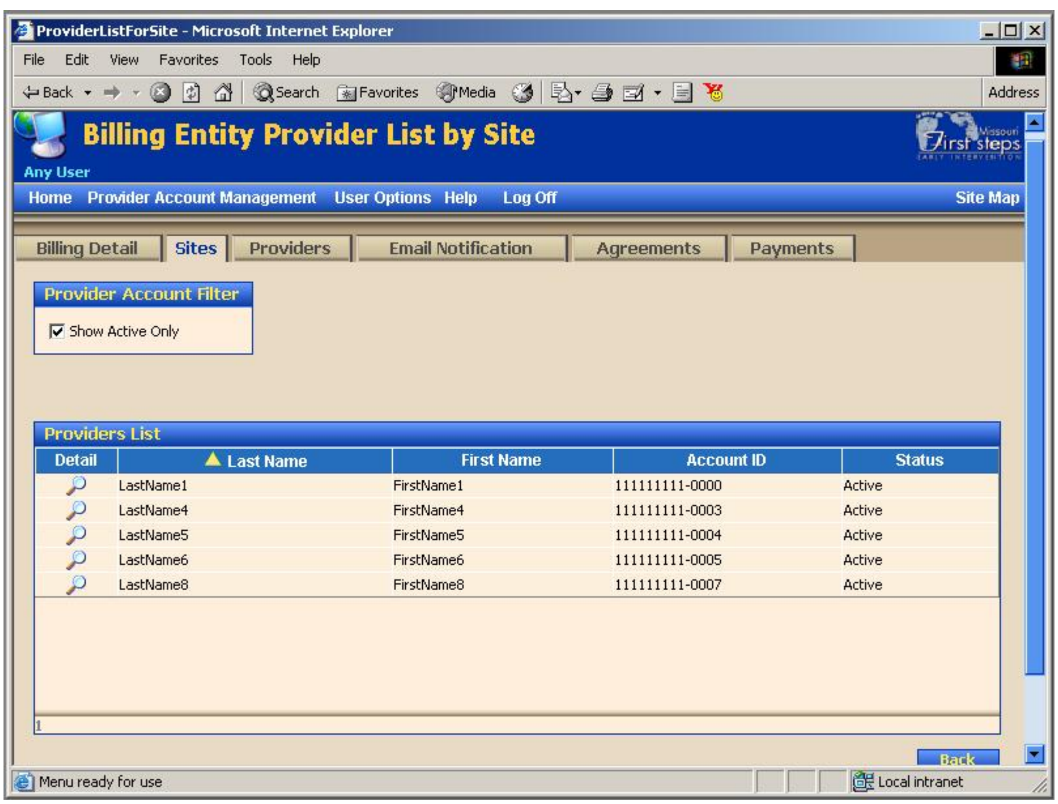
1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Sites** tab. The Billing Entity Sites page displays.



4. Click the **Providers** icon next to a specific site in the **List** table. The Billing Entity Providers List by Site page displays.



5. View a list of the providers currently associated with the site in the **Providers List** table.

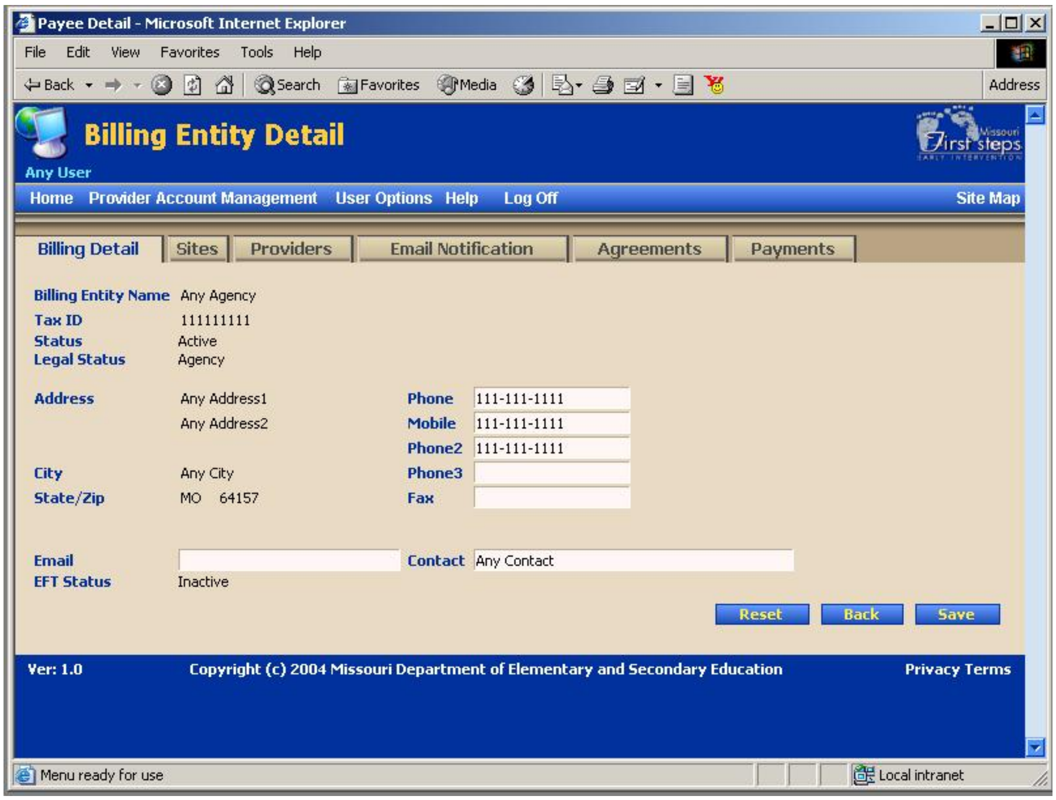
Tip: You can click the **Show Active Only** check box to view only the providers that are currently active.

How Do I View Detailed Information for a Billing Entity Provider by Site

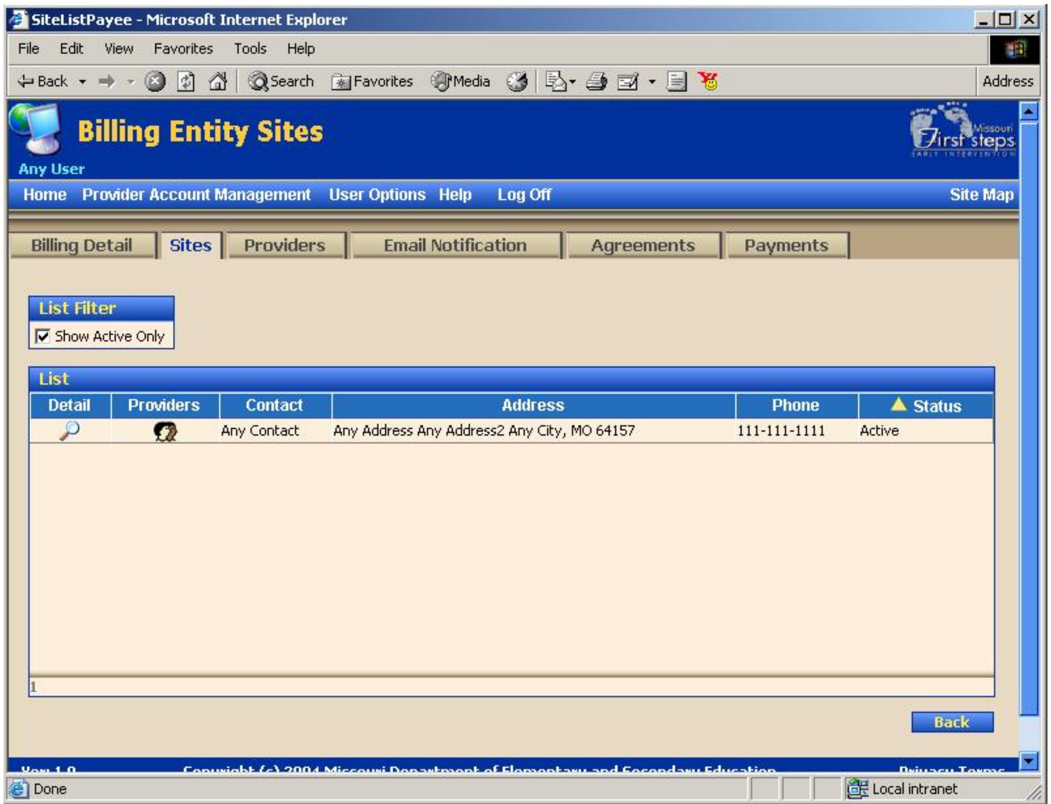
Use this exercise to view detailed information about a billing entity provider by site.

Complete the following steps to finish this exercise:

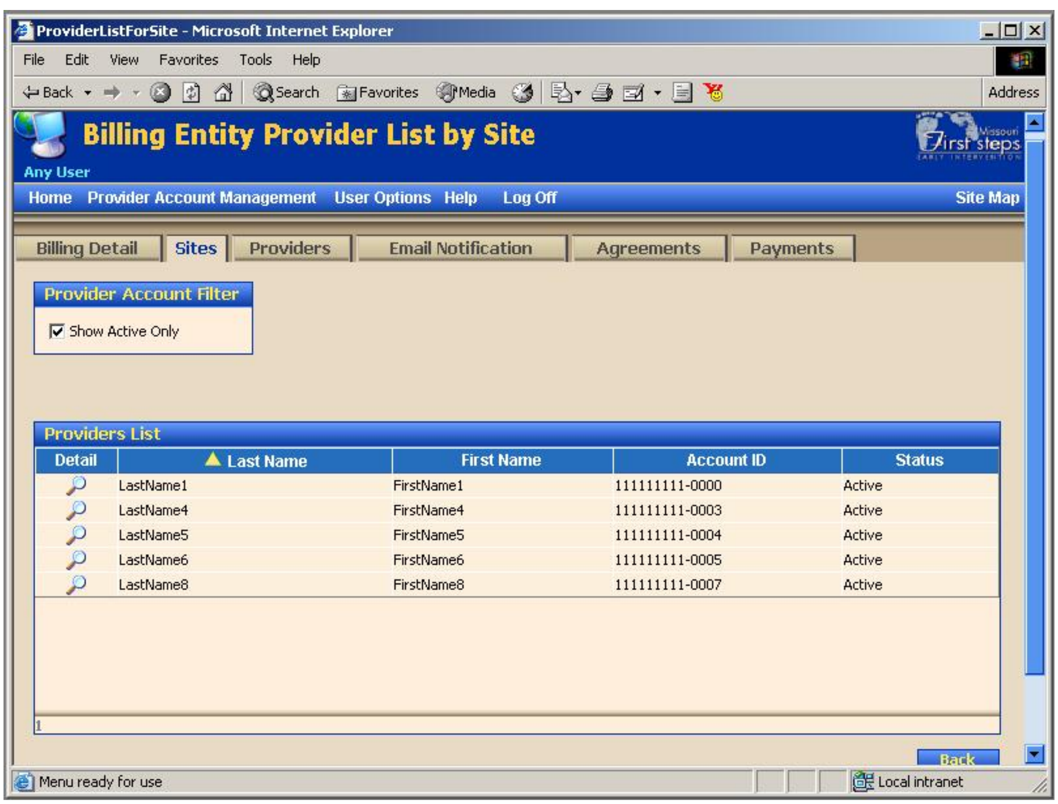
1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



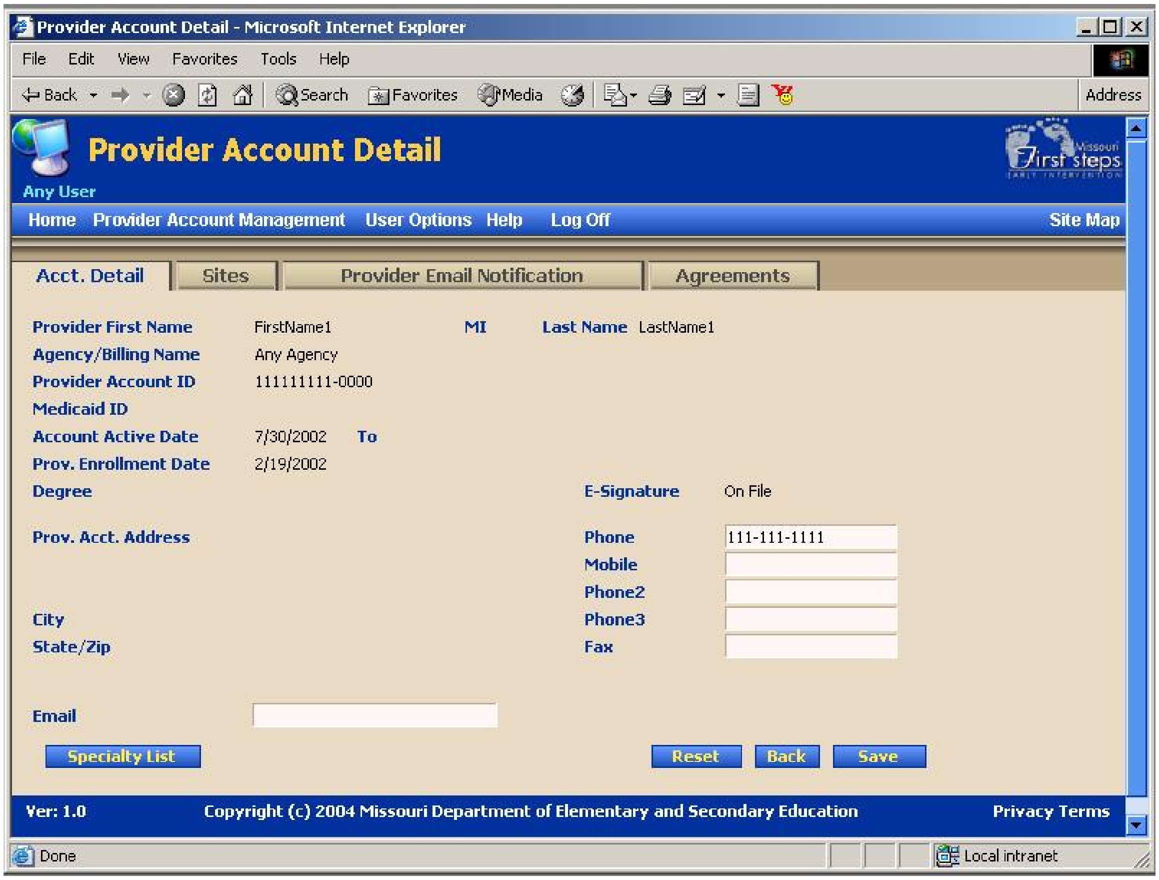
3. Click the **Sites** tab. The Billing Entity Sites page displays.



4. Click the **Providers** icon next to a specific site in the List table. The Billing Entity Provider List by Site page displays.



5. Click the **Detail** icon next to a specific provider in the Providers List table. The Provider Account Detail page displays.



6. View the provider's detail information.

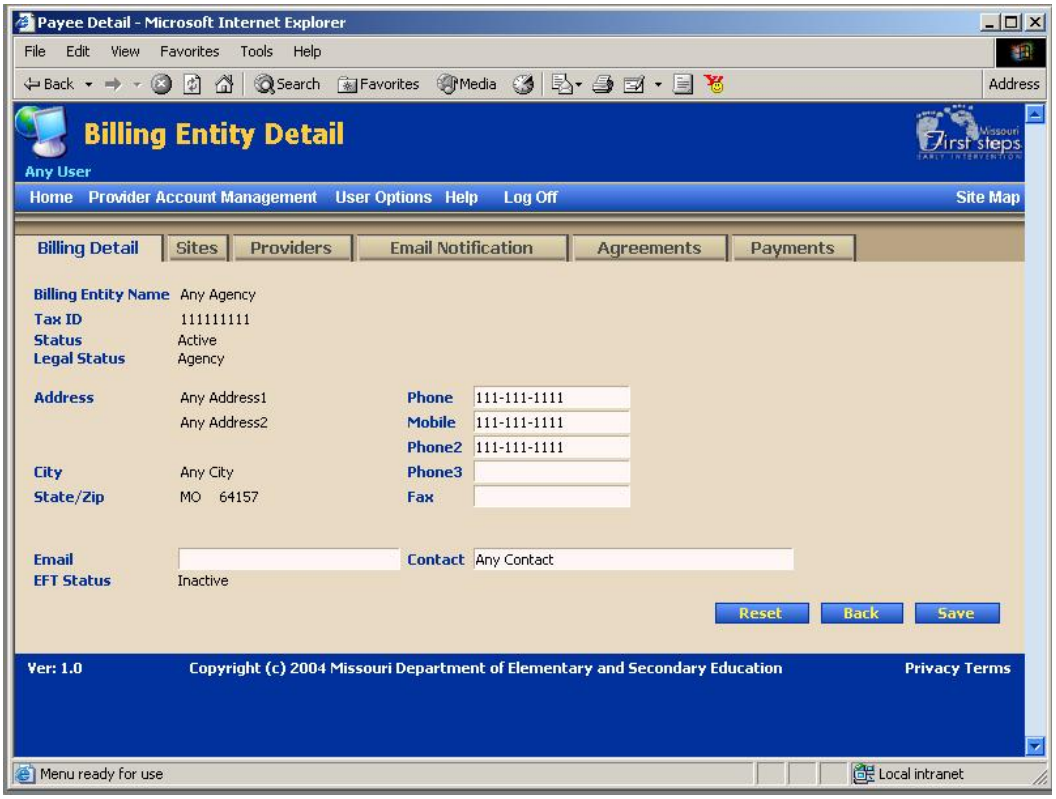
Tip: The information displayed on this page is read-only and cannot be changed.

How Do I View a List of Billing Entity Providers

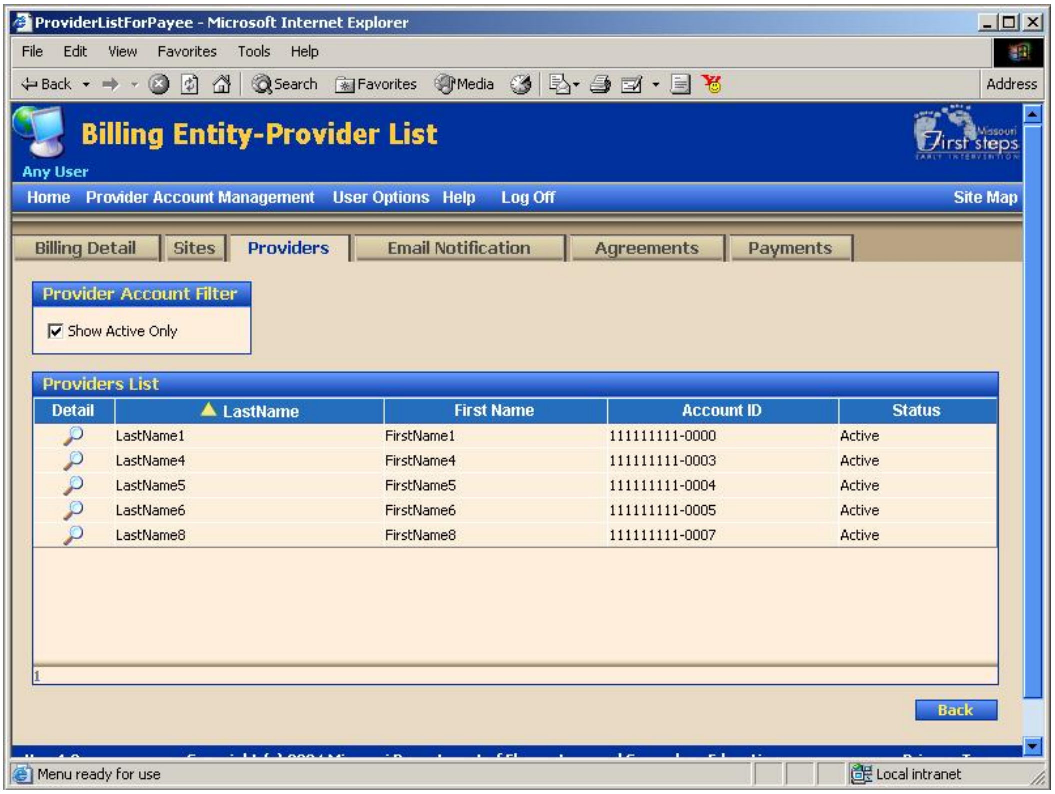
Use this exercise to view a list of all the provider accounts who use a specific billing entity's Tax ID number, and/or to view a list of all the provider accounts whose payments are paid to a specific billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Providers** tab. The Billing Entity - Provider List page displays.



4. View a list of the providers currently associated with the site in the **Providers List** table.

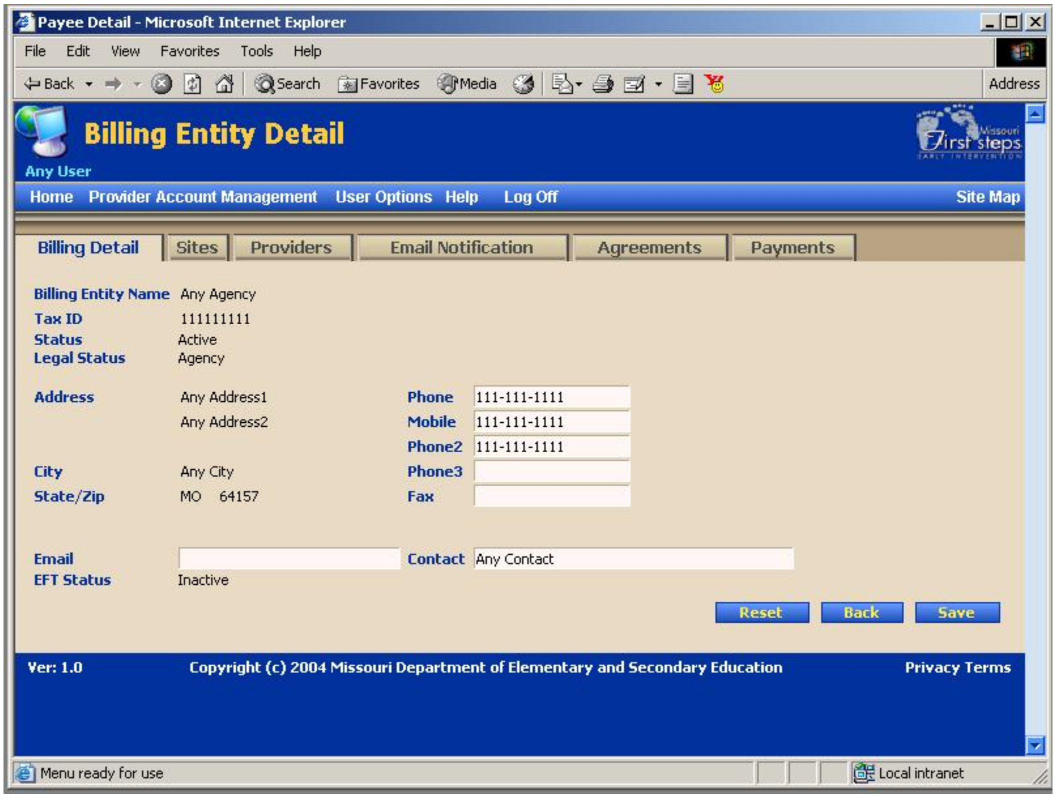
Tip: You can click the **Show Active Only** check box to view only the providers that are currently active.

How Do I View Detailed Information for a Billing Entity Provider

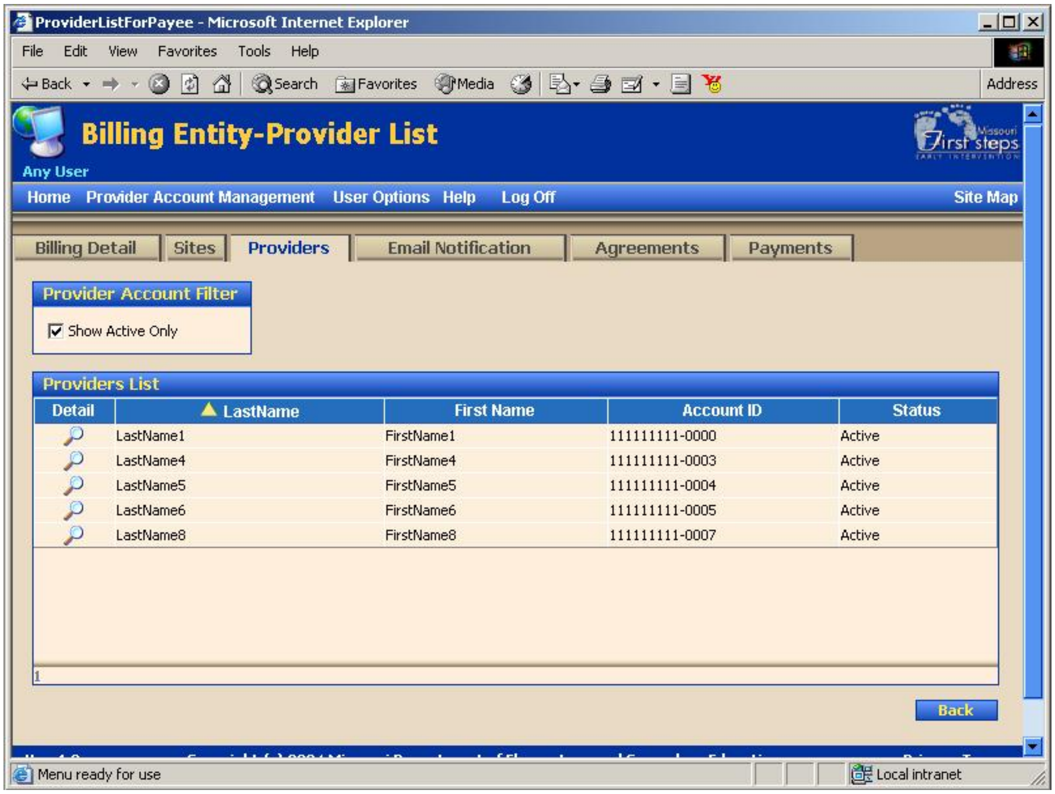
Use this exercise to view detailed information about a billing entity provider.

Complete the following steps to finish this exercise:

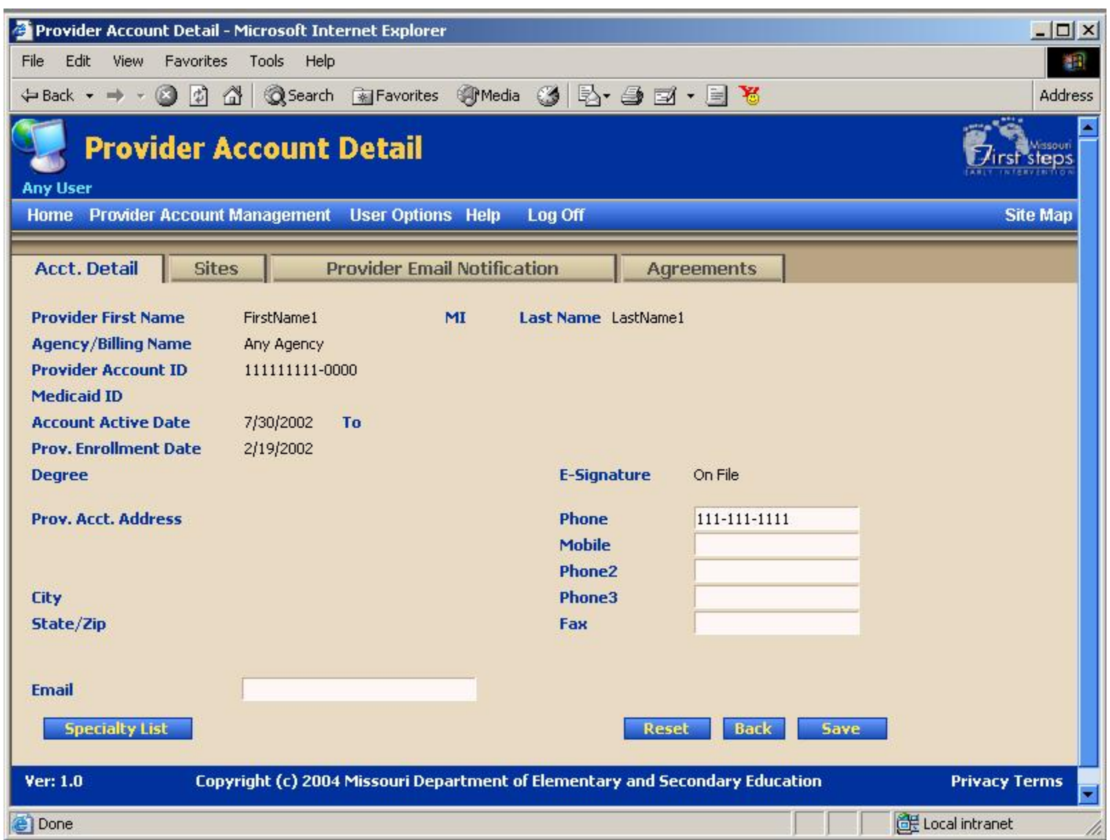
1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Providers** tab. The Billing Entity - Provider List page displays.



4. Click the **Detail** icon next to a specific provider in the **Providers List** table. The Provider Account Detail page displays.



5. View the provider's detail information.

Tip: The information displayed on this page is read-only and cannot be changed.

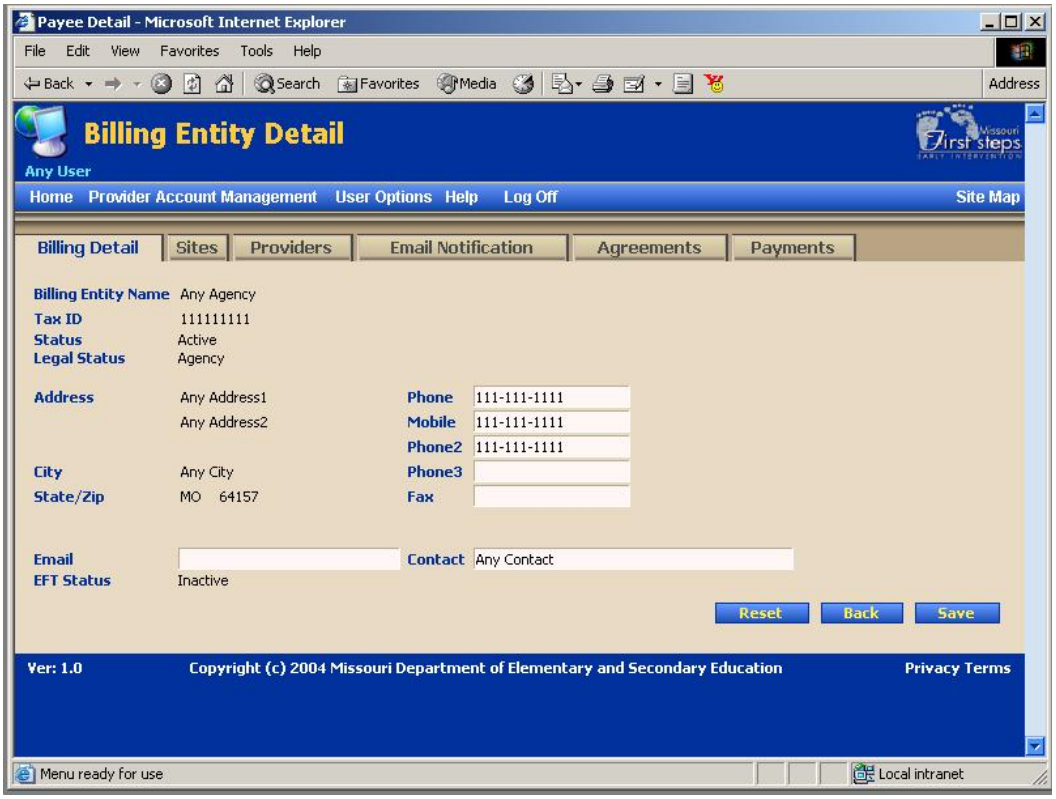
How Do I View and/or Update a Billing Entity's Email Notifications

Use this exercise to view and/or update a billing entity's email notification triggers.

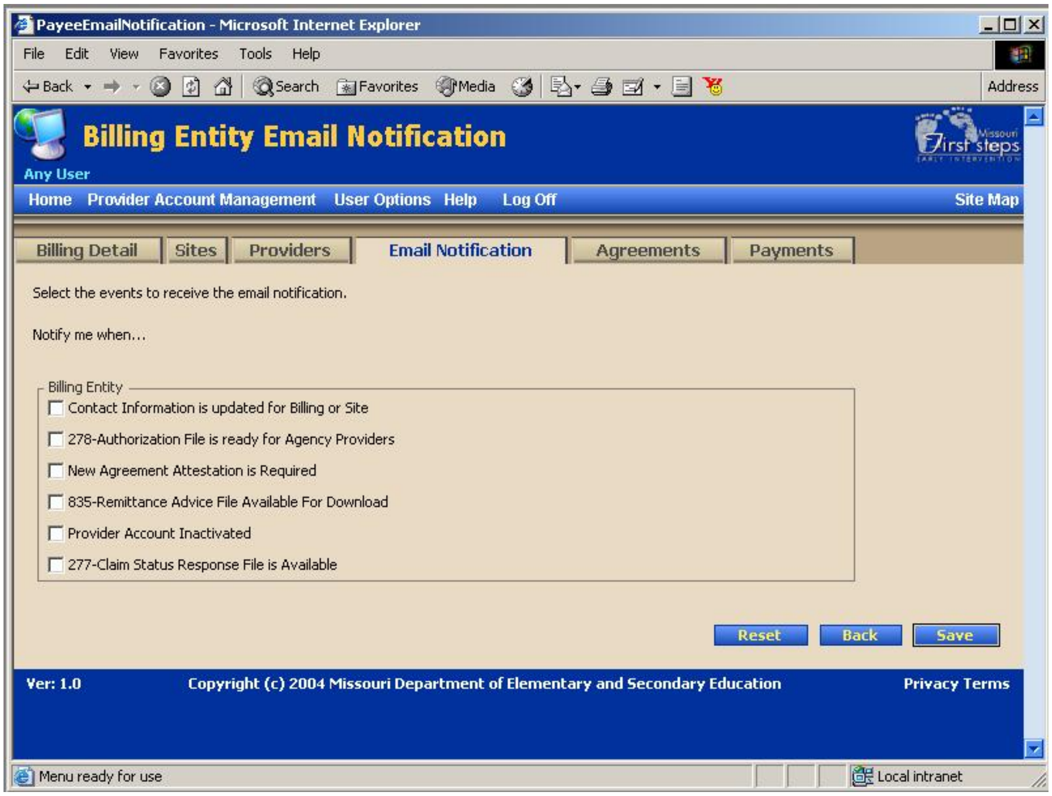
> **Note:** Email notifications are sent to the email address listed on the Billing Entity Detail page. If an email notification is selected and a corresponding email address does not exist, an email notification will not be sent.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Email Notification** tab. The Billing Entity Email Notification page displays.



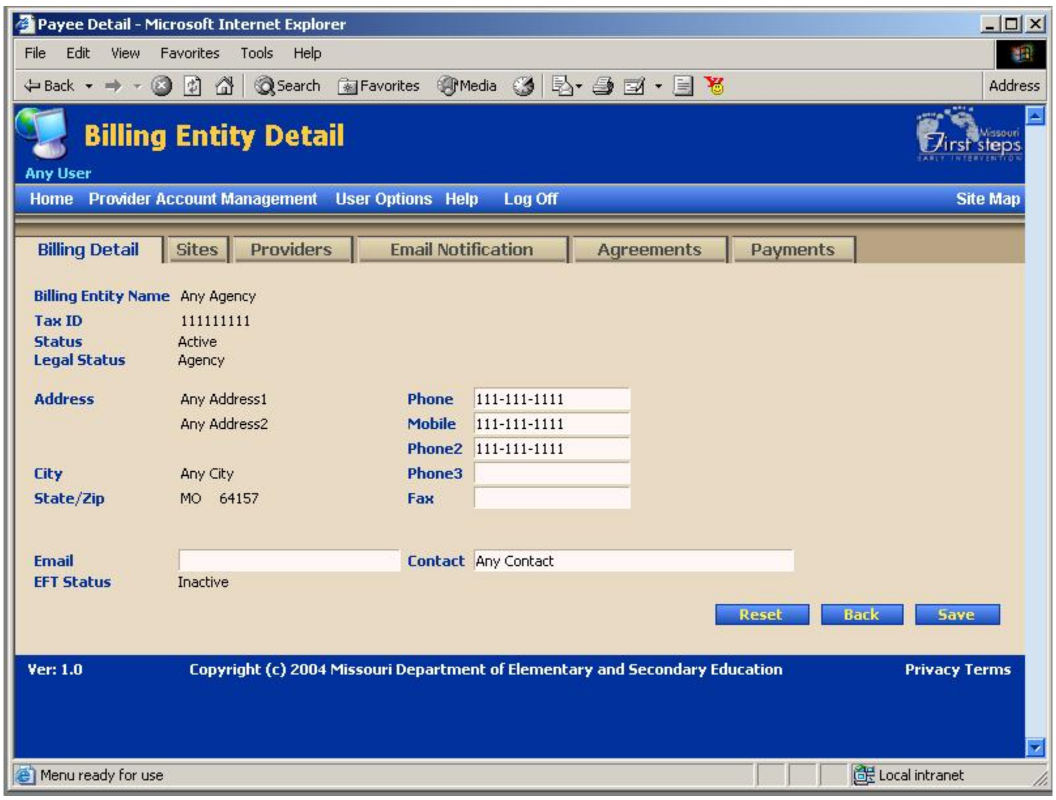
4. Update the following check box selections as necessary:
    - Contact Information is updated for Billing or Site
    - 278-Authorization File is ready for Agency Providers
    - New Agreement Attestation is Required
    - 835-Remittance Advice File Available For Download
    - Provider Account Inactivated
    - 277-Claim Status Response File is Available
5. Click **Save**.

How Do I View and/or Update a Billing Entity's Payee Agreements

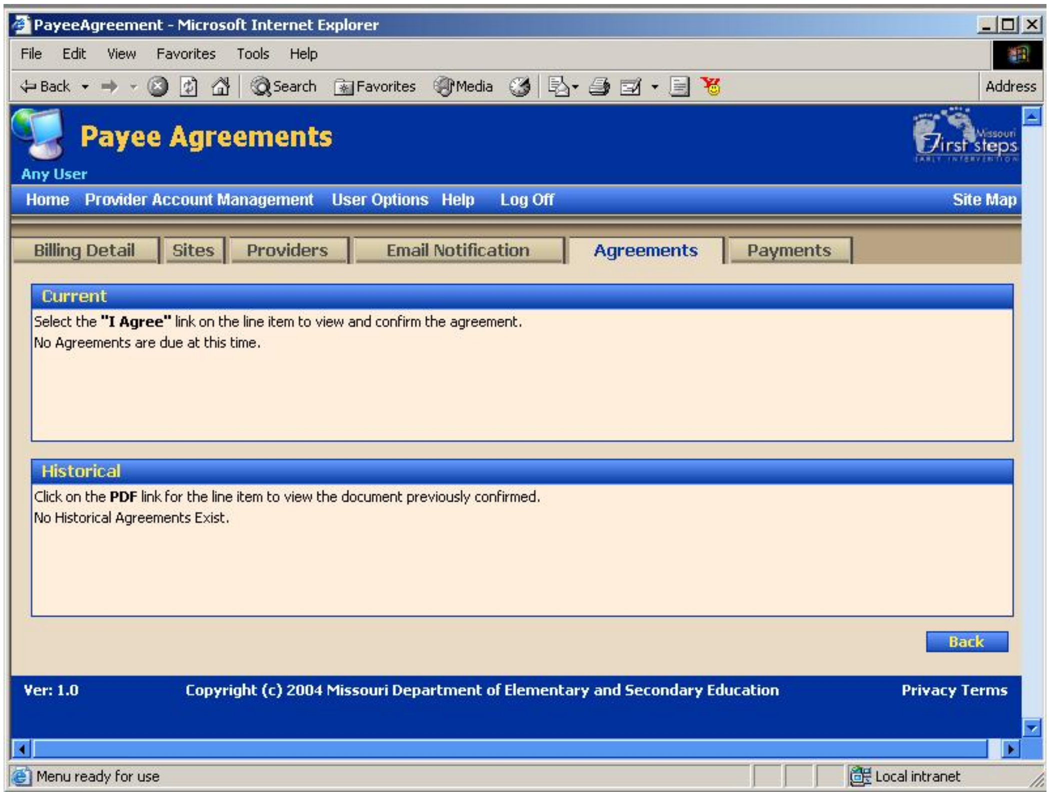
Use this exercise to view and/or update a billing entity's payee agreements.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Agreements** tab. The Payee Agreements page displays.



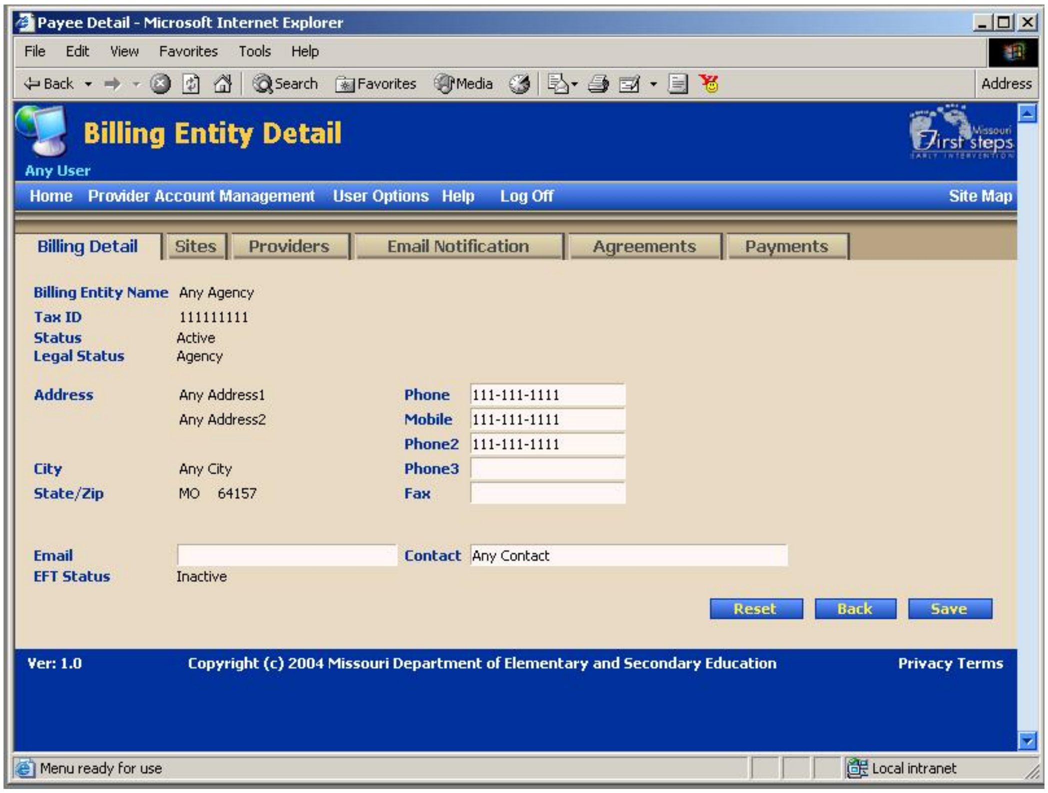
4. To update current payee agreements, select the **I Agree** link under **Current** to view and confirm a specific agreement.
5. To view detailed information about historical payee agreements, select the **PDF** link under **Historical**.

How Do I View a List of Payments for a Billing Entity

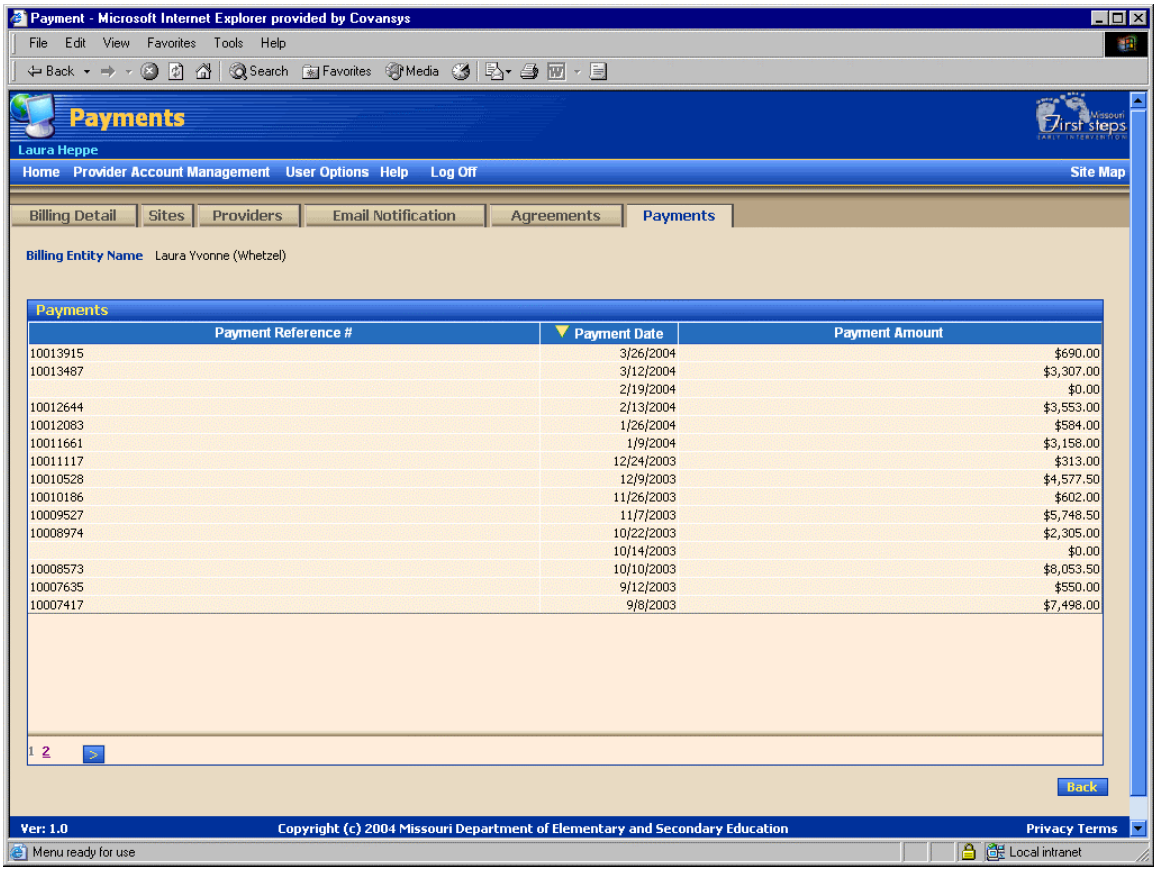
Use this exercise to view a list of payments associated with a specific billing entity.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Billing Entity** menu option. A sub-menu displays.
2. Select the **Billing Detail** sub-menu option. The Billing Entity Detail page displays.



3. Click the **Payments** tab. The Payments page displays.



Payment Reference #	Payment Date	Payment Amount
10013915	3/26/2004	$690.00
10013487	3/12/2004	$3,307.00
	2/19/2004	$0.00
10012644	2/13/2004	$3,553.00
10012083	1/26/2004	$584.00
10011661	1/9/2004	$3,158.00
10011117	12/24/2003	$313.00
10010528	12/9/2003	$4,577.50
10010186	11/26/2003	$602.00
10009527	11/7/2003	$5,748.50
10008974	10/22/2003	$2,305.00
	10/14/2003	$0.00
10008573	10/10/2003	$8,053.50
10007635	9/12/2003	$550.00
10007417	9/8/2003	$7,498.00

4. View a list of the payments currently associated with the billing entity in the **Payments** table.

Provider Communications

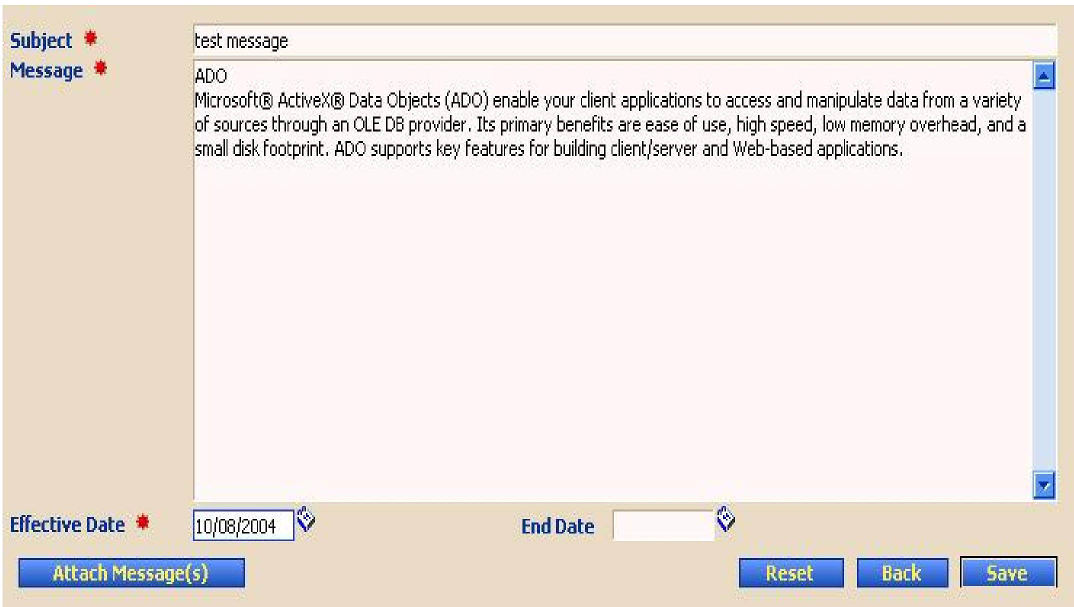
How Do I Compose a New Message

Use this exercise to compose a new message for providers.

Note: This exercise can only be performed by specific users who have access to this feature.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Compose Message** menu option. The Message Detail page displays.



2. In **Subject**, enter the subject of the message. You can enter up to 256 characters in this text box.
3. In **Message**, enter the contents of the message. You can enter up to 10,000 characters in this text box.
4. In **Effective Date**, enter the date of which the message becomes effective. You can enter up to 8 numeric digits in this text box.
8. In **End Date**, enter the date on which the message becomes ineffective as necessary. You can enter up to 8 numeric digits in this text box.

Note: The **End Date** is not required. A message can be saved without an **End Date**, and the **End Date** may be added at a later time.

9. Click **Save**.

Tip: A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed. You can attach additional messages to the end of this message by clicking **Attach Message(s)**. For more information, see How Do I Attach Additional Messages to an Existing Message.

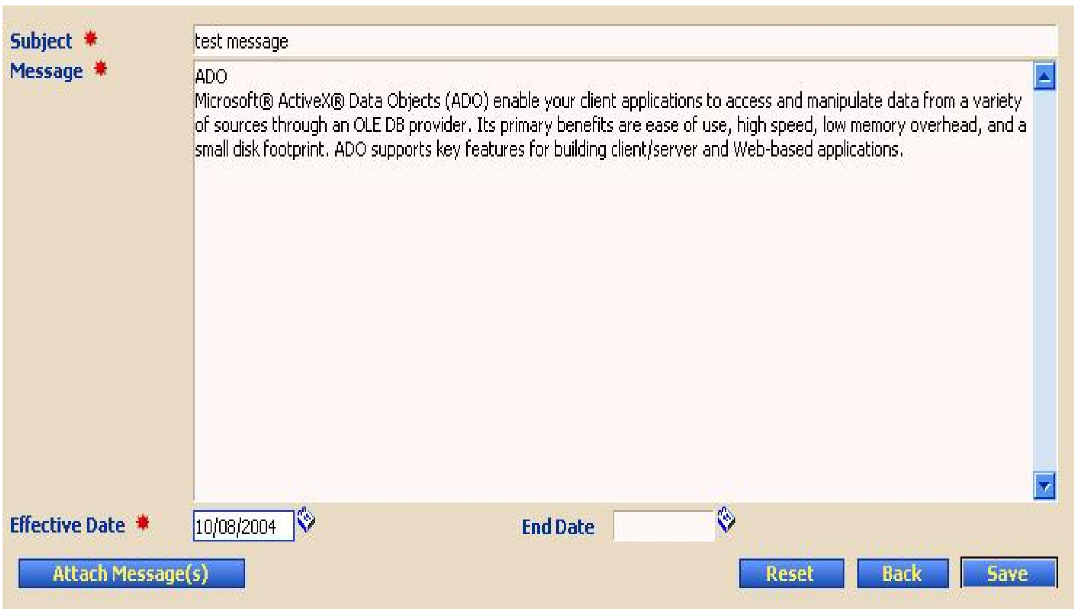
How Do I Attach Additional Messages while Composing a New Message

Use these exercises to attach additional messages while composing a new message.

Note: This exercise can only be performed by specific users who have access to this feature. You can only attach additional messages to a message that is currently active.

Complete the following steps to finish this exercise:

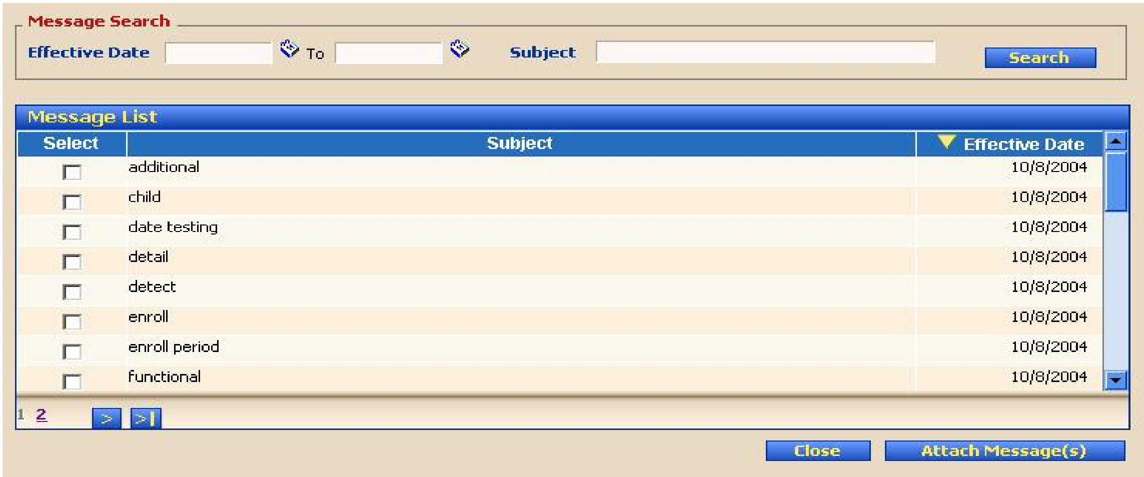
1. On the **Provider Communications** pull-down menu, select the **Compose Message** menu option. The Message Detail page displays.



2. In **Subject**, enter the subject of the message. You can enter up to 256 characters in this text box.
3. In **Message**, enter the contents of the message. You can enter up to 10,000 characters in this text box.
4. In **Effective Date**, enter the date of which the message becomes effective. You can enter up to 8 numeric digits in this text box.
5. In **End Date**, enter the date on which the message becomes inactive as necessary. You can enter up to 8 numeric digits in this text box.

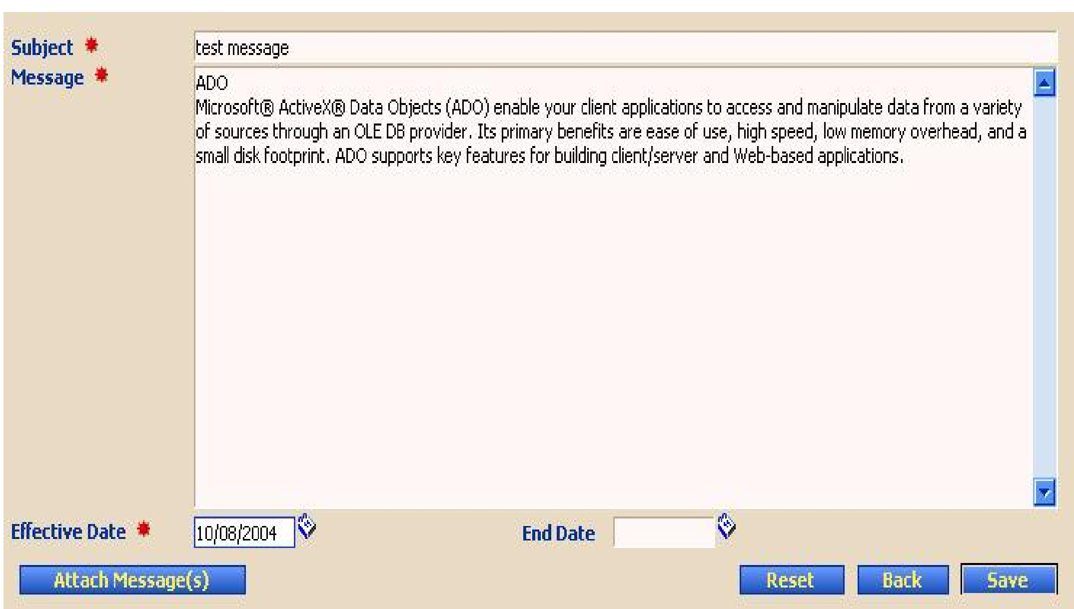
Note: The **End Date** is not required. A message can be saved without an **End Date**, and the **End Date** may be added at a later time.

6. Click **Attach Message(s)**. The Attach Messages page displays.



7. Under **Message Search**, complete information in the following fields as necessary to filter the list of messages displayed in the **Message List** table:
    - In **Effective Date**, enter or select the starting date of the date range on which to search.
    - In **To**, enter or select the ending date of the date range on which to search.

      OR
    - In **Subject**, enter the subject of the message on which to search.
8. Click **Search**.
9. Click the check box in the **Select** column to next to each message to attach.
10. Click **Attach Message(s)**. The Message Detail page displays.



11. Click **Save**.

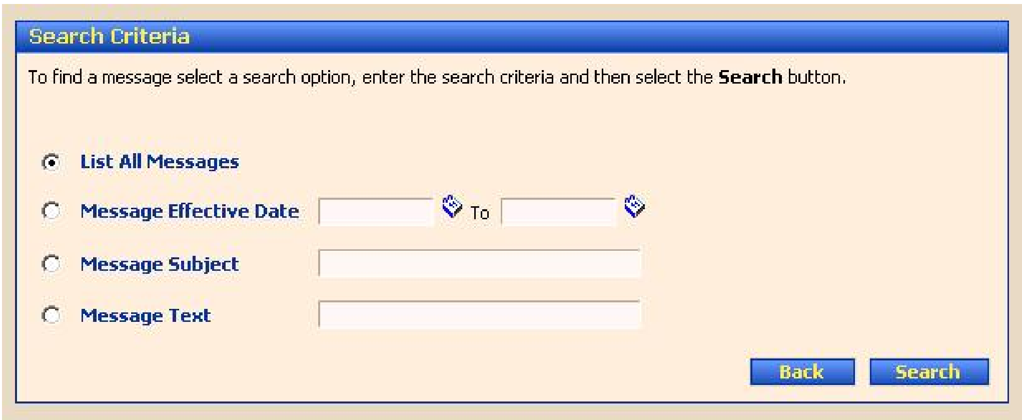
Tip: A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed.

How Do I Search for Messages

Use this exercise to search for one or more messages that currently exist within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Search Messages** menu option. The Search For Messages page displays.



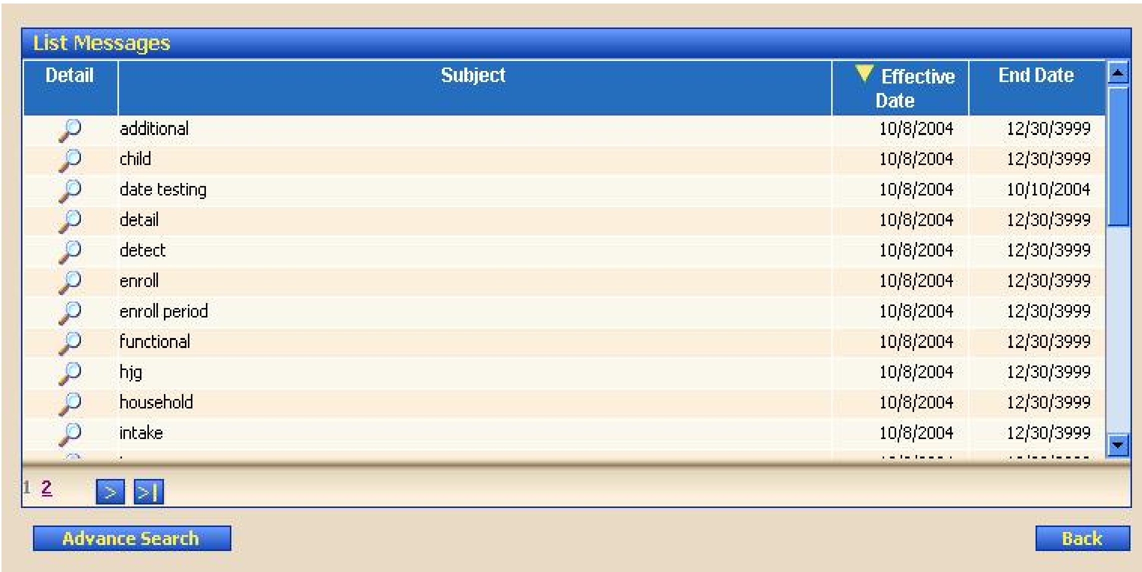
2. Select one of the following radio buttons and enter filter criteria in the appropriate fields as necessary to perform a search:
   - Select the **List All Messages** radio button to perform a search for all messages that exist.
   - Select the **Message Effective Between** radio button and enter a date range to perform a search by effective date.
   - Select the **Message Subject** radio button and enter partial or complete subject to perform a search by subject
   - Select the **Message Text** radio button and enter specific text to perform a search by content.
3. Click **Search** to perform a search based on the filter criteria entered.

How Do I View a List of Messages

Use this exercise to view a list of messages.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The List Messages page displays.



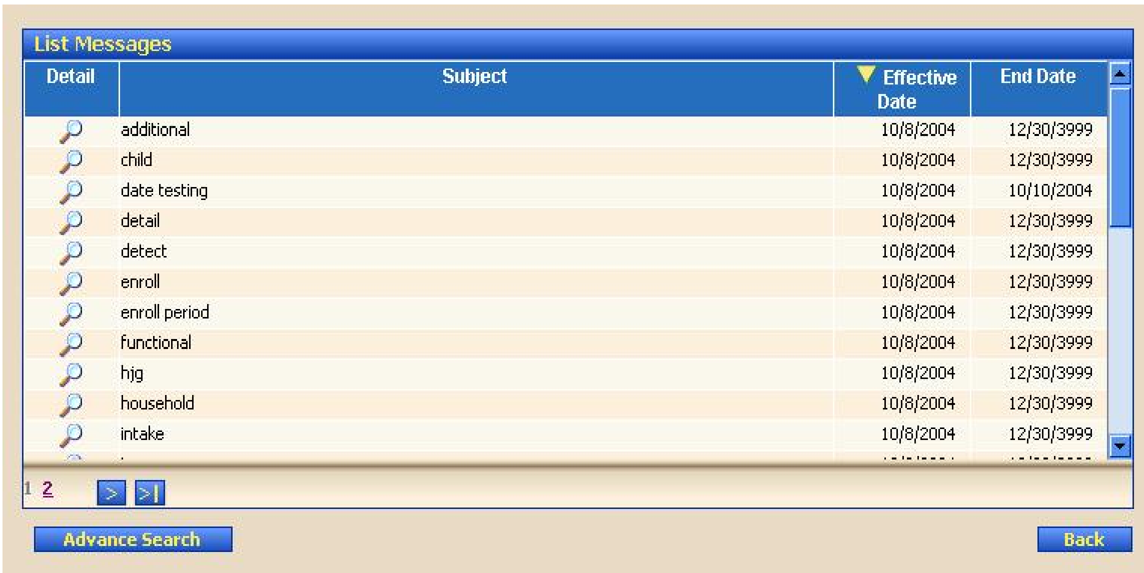
2. View a list of the currently messages in the **List Messages** table.

How Do I View the Details of an Existing Message

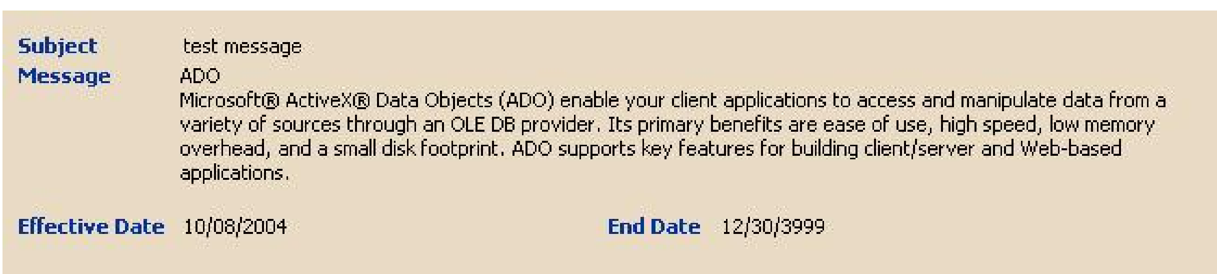
Use this exercise to the details of a message that currently exists within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The List Messages page displays.



2. Click the **Detail** icon next to a specific message in the **List Messages** table. The Message Detail page displays.



3. View the message's detail information.

How Do I Update an Existing Message

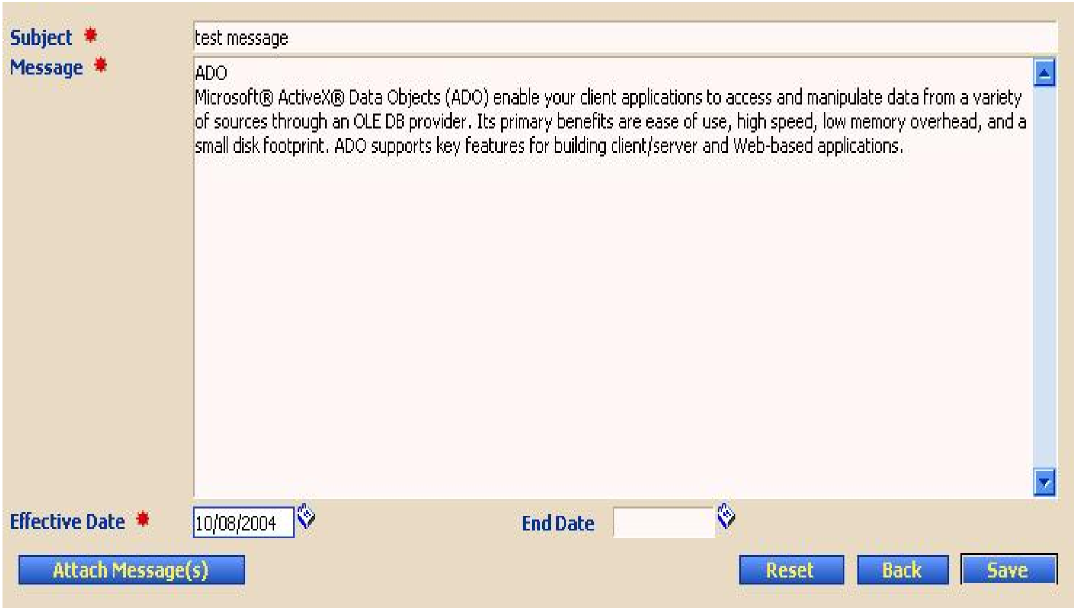
Use this exercise to update an existing message.

> **Note:** This exercise can only be performed by specific users who have access to this feature.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The List Messages page displays.

2. Click the **Detail** icon next to a specific message in the **List Messages** table. The Message Detail page displays.



3. Update the following information as necessary:
    - Subject
    - Message
    - Effective Date
    - End Date

Tip: A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed.

4. Click **Save**.

How Do I Attach Additional Messages to an Existing Message

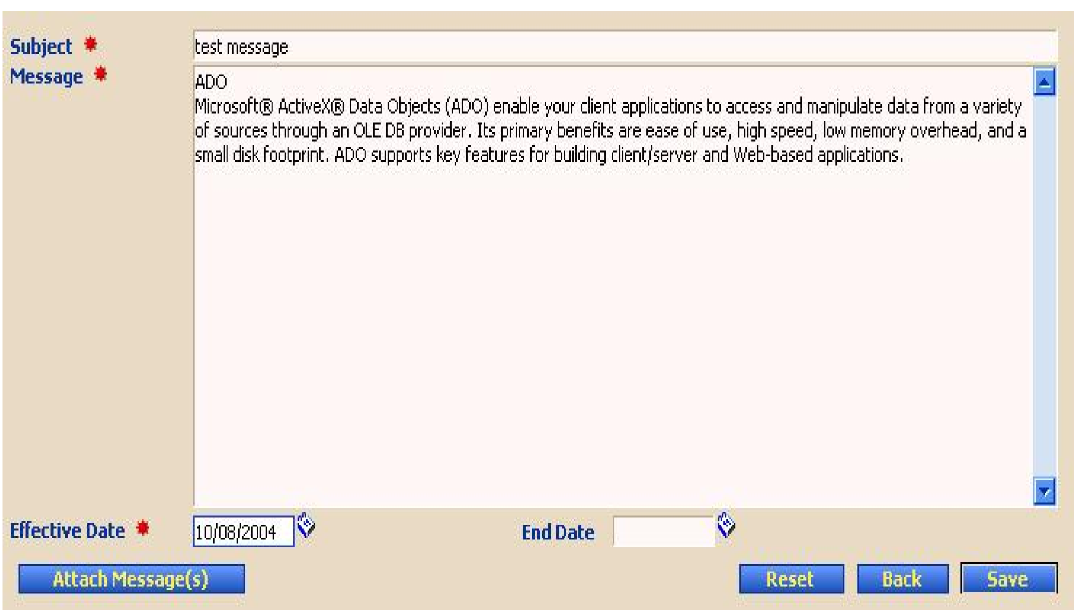
Use these exercises to attach additional messages to a previously existing message.

> **Note:** This exercise can only be performed by specific users who have access to this feature. You can only attach additional messages to a message that is currently active.

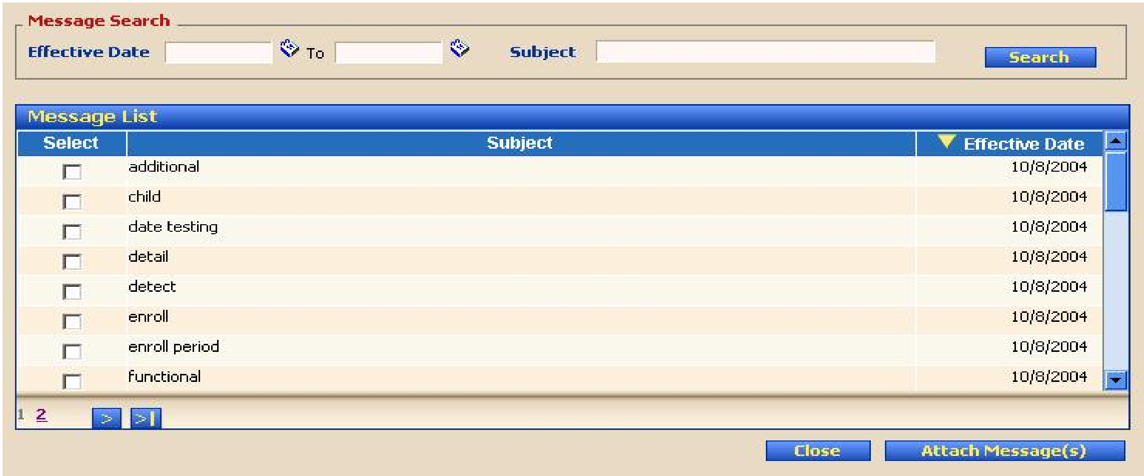
Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The List Messages page displays.

2. Click the **Detail** icon next to a specific message in the **List Messages** table. The Message Detail page displays.

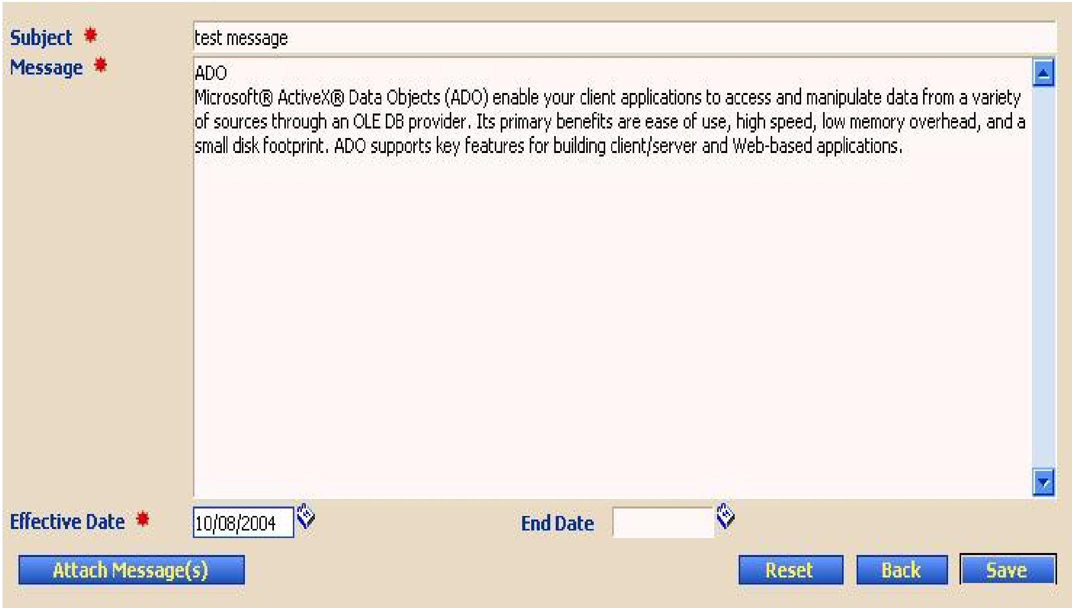


3. Click **Attach Message(s)**. The Attach Messages page displays.



4. Under **Message Search**, complete information in the following fields as necessary to filter the list of messages displayed in the **Message List** table:
   - In **Effective Date**, enter or select the starting date of the date range on which to search.
   - In **To**, enter or select the ending date of the date range on which to search.

     OR
   - In **Subject**, enter the subject of the message on which to search.
5. Click **Search**.
6. Click the check box in the **Select** column to next to each message to attach.
7. Click **Attach Message(s)**. The Message Detail page displays.



8. Click **Save**.

Tip: A message may be viewed and/or updated until the **Effective Date** has passed (for example, today's date is equal to or greater than the **Effective Date**). Once the **Effective Date** of the message has passed, only the **End Date** can be updated. Once a message is saved which has an **End Date** that has passed (for example, today's date is equal to or greater than the **End Date**), the message can no longer be updated or viewed.

How Do I Delete an Existing Message

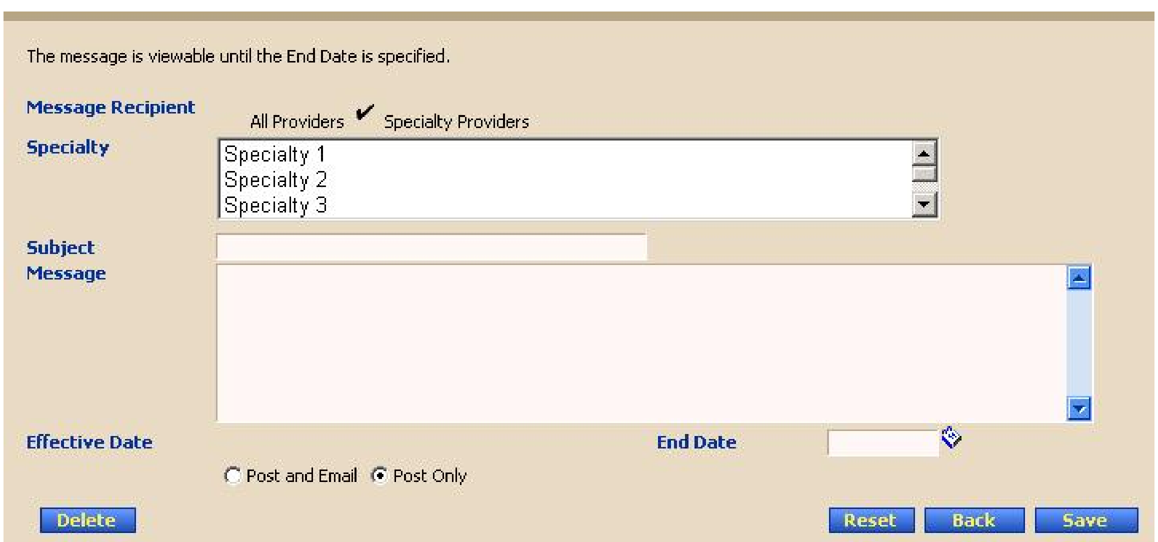
Use this exercise to delete an existing message before its effective date.

Tip: A message cannot be deleted after its **Effective Date** has passed.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **List Messages** menu option. The List Messages page displays.

2. Click the **Detail** icon next to a specific message in the **List Messages** table. The Message Detail page displays.



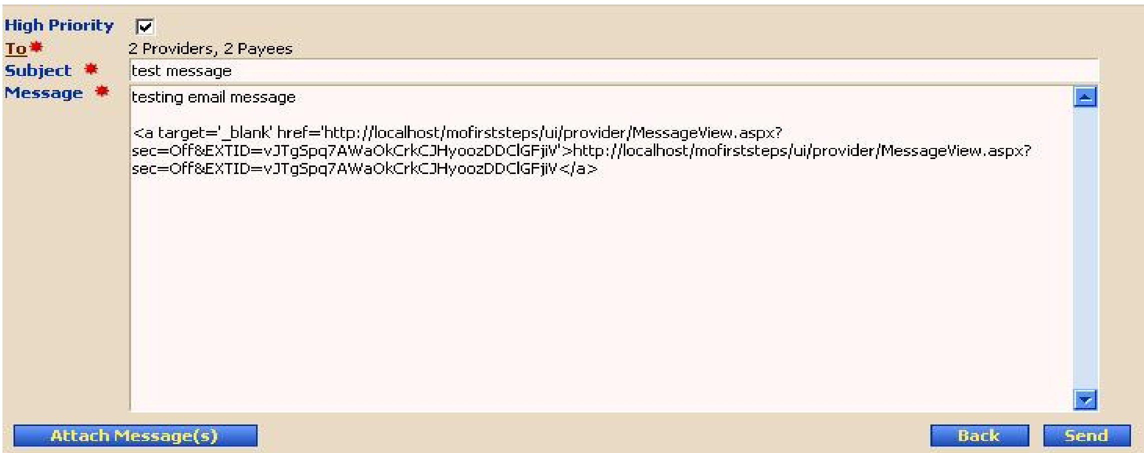
3. Click **Delete**.

How Do I Compose and Send Email

Use this exercise to compose and send an email communication.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Send Email** menu option. The Send Email page displays.



2. Select the **High Priority** check box to indicate that this is a high priority email communication as necessary.
3. Click the **To** link to search for and select one or more recipients for this email communication. The Email Recipients page displays.

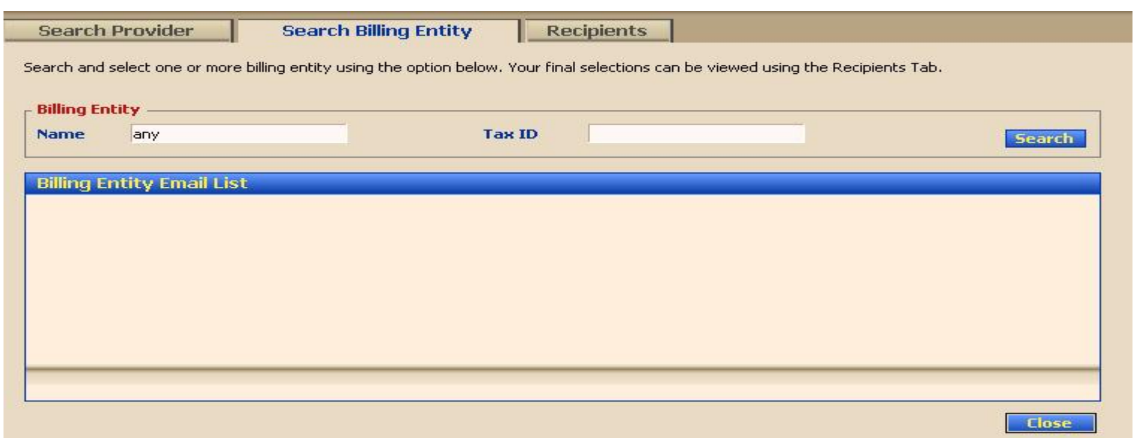
4. Select the **Search Provider** tab and complete the following to search for and specify one or more provider recipients for the email:

- In **Last Name**, enter the full or partial last name of the provider on which to search.

  OR

- In **Specialty**, select the specialty of the provider on which to search.

5. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
6. Click the check box in the **Select** column next to each provider email address that should receive the email.
7. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
8. Select the **Search Billing Entity** tab and complete the following to search for and specify one or more billing entity recipients for the email:

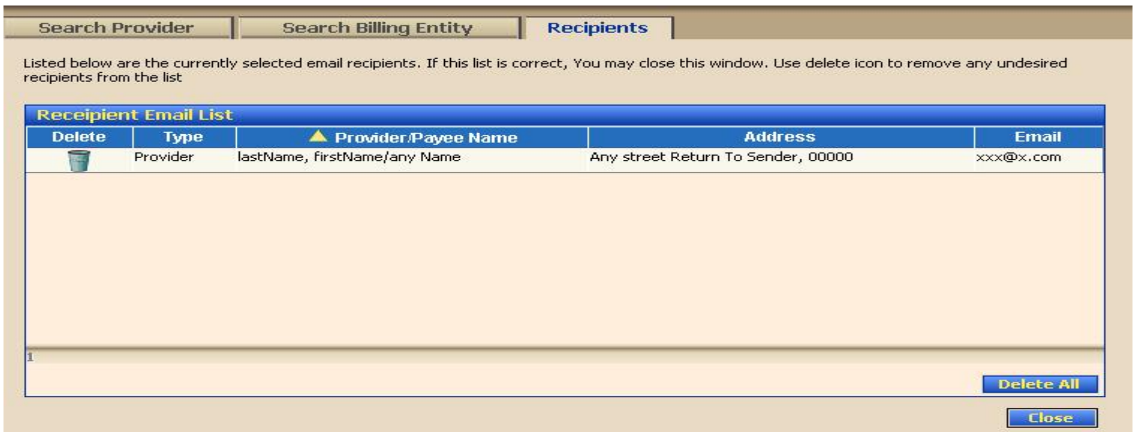


- In **Name**, enter the full or partial last name of the billing entity on which to search.

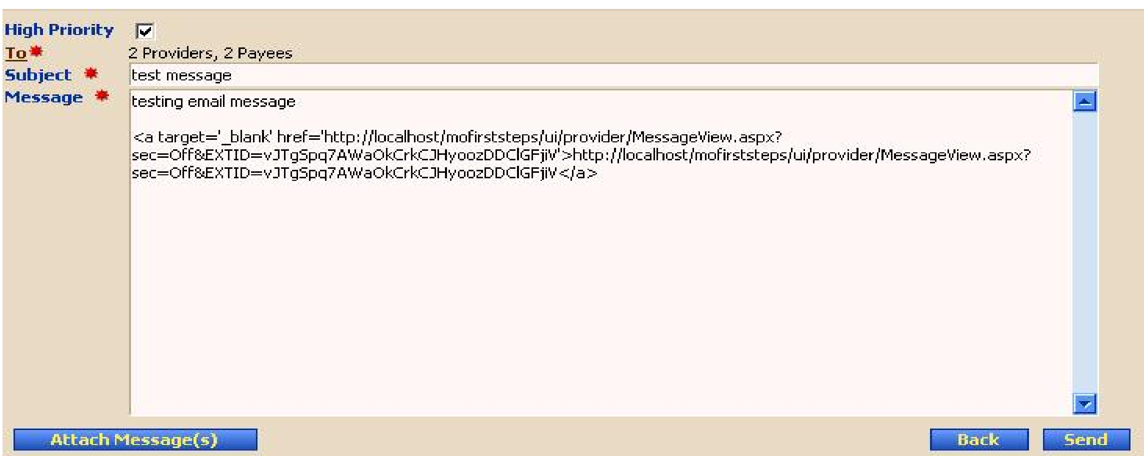
  OR

- In **Tax ID**, enter the complete tax identification number of the billing entity on which to search.

10. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
11. Click the check box in the **Select** column next to each billing entity email address that should receive the email.
12. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
13. Select the **Recipients** tab to view and confirm the recipients list for the email.



14. Click **Close**. The Send Email page displays.



15. In **Subject**, enter the subject of the email communication. You can enter up to 256 characters in this text box.
16. In **Message**, enter the text of the email communication. You can enter up to 10,000 characters in this text box.

Tip: You can attach additional messages to this email communication by clicking **Attach Message**. For more information, see How Do I Attach Additional Messages while Composing an Email.

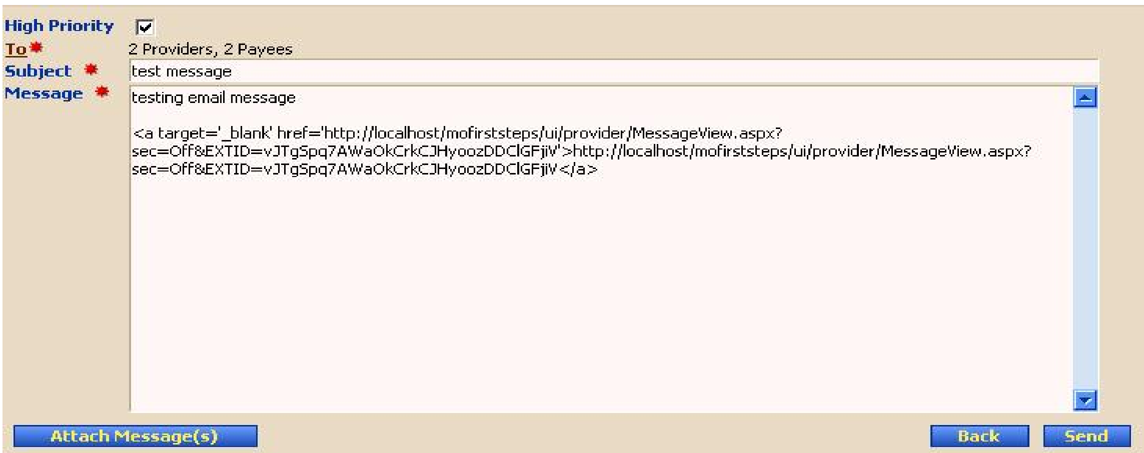
17. Click **Send**.

How Do I Attach Additional Messages while Composing an Email

Use these exercises to attach additional messages while composing an email communication.

Complete the following steps to finish this exercise:

1. On the **Provider Communications** pull-down menu, select the **Send Email** menu option. The Send Email page displays.



2. Select the **High Priority** check box to indicate that this is a high priority email communication as necessary.
3. Click the **To** link to search for and select one or more recipients for this email communication. The Email Recipients page displays.

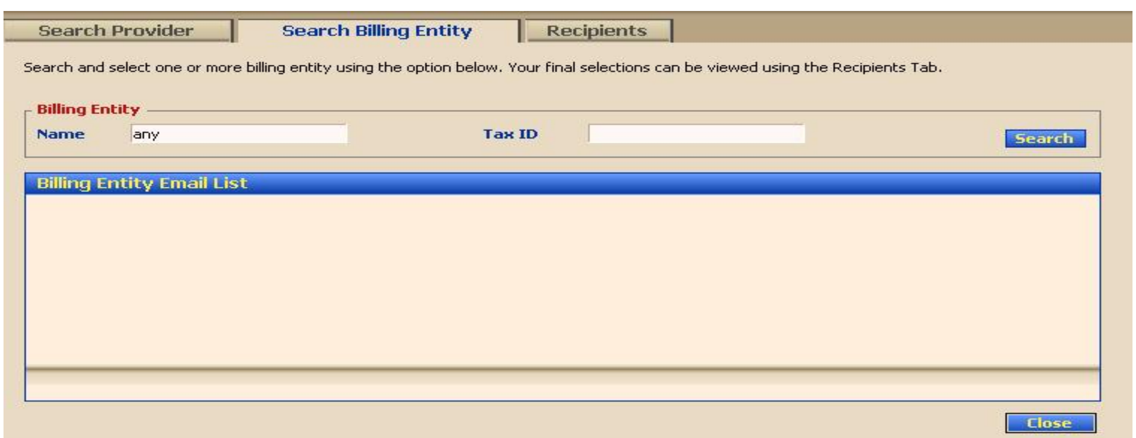
4. Select the **Search Provider** tab and complete the following to search for and specify one or more provider recipients for the email:

- In **Last Name**, enter the full or partial last name of the provider on which to search.

  OR

- In **Specialty**, select the specialty of the provider on which to search.

5. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
6. Click the check box in the **Select** column next to each provider email address that should receive the email.
7. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
8. Select the **Search Billing Entity** tab and complete the following to search for and specify one or more billing entity recipients for the email:

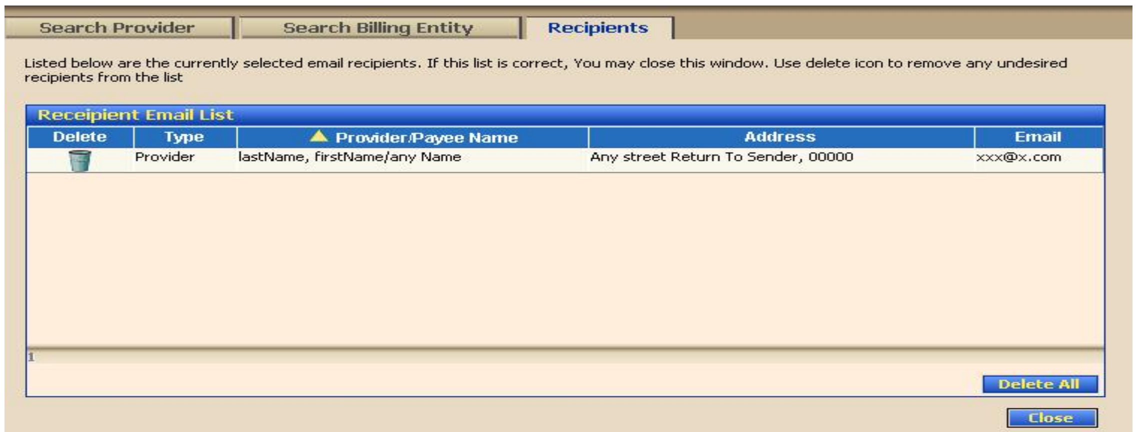


- In **Name**, enter the full or partial last name of the billing entity on which to search.

  OR

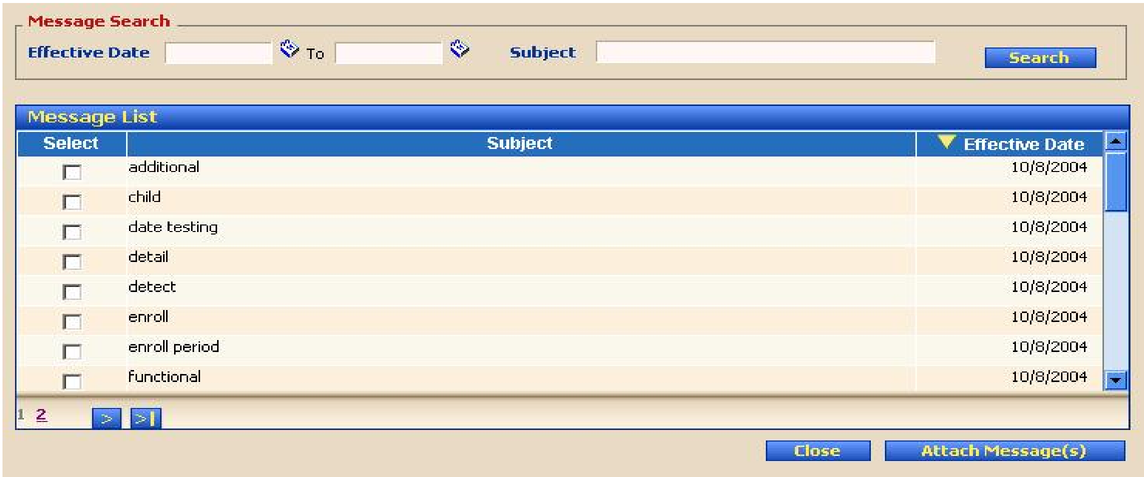
- In **Tax ID**, enter the complete tax identification number of the billing entity on which to search.

9. Click **Search** to filter the list of email addresses displayed based on the filter criteria specified.
10. Click the check box in the **Select** column next to each billing entity email address that should receive the email.
11. Click **Add Selection** to add the recipient(s) currently selected in the table to the recipient list.
12. Select the **Recipients** tab to view and confirm the recipients list for the email.



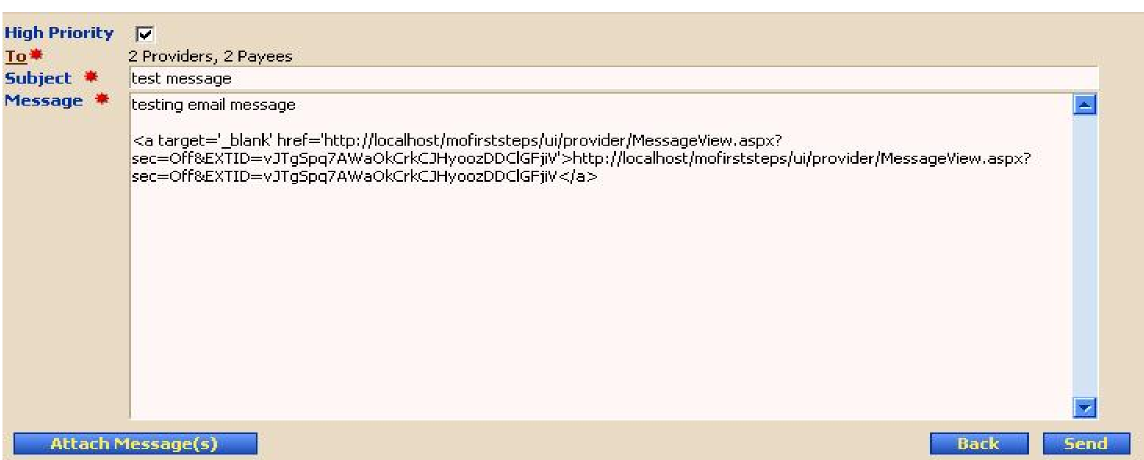
13. Click **Close**. The Send Email page displays.

14. In **Subject**, enter the subject of the email communication. You can enter up to 256 characters in this text box.
15. In **Message**, enter the text of the email communication. You can enter up to 10,000 characters in this text box.
16. Click **Attach Message**. The Attach Messages page displays.



17. Under **Message Search**, complete information in the following fields as necessary to filter the list of messages displayed in the **Message List** table:
    - In **Effective Date**, enter or select the starting date of the date range on which to search.
    - In **To**, enter or select the ending date of the date range on which to search.

      OR
    - In **Subject**, enter the subject of the message on which to search.
18. Click **Search**.
19. Click the check box in the **Select** column to next to each message to attach.
20. Click **Attach Message(s)**. The Send Email page displays.



21. Click **Send**.

.

Provider Accounts

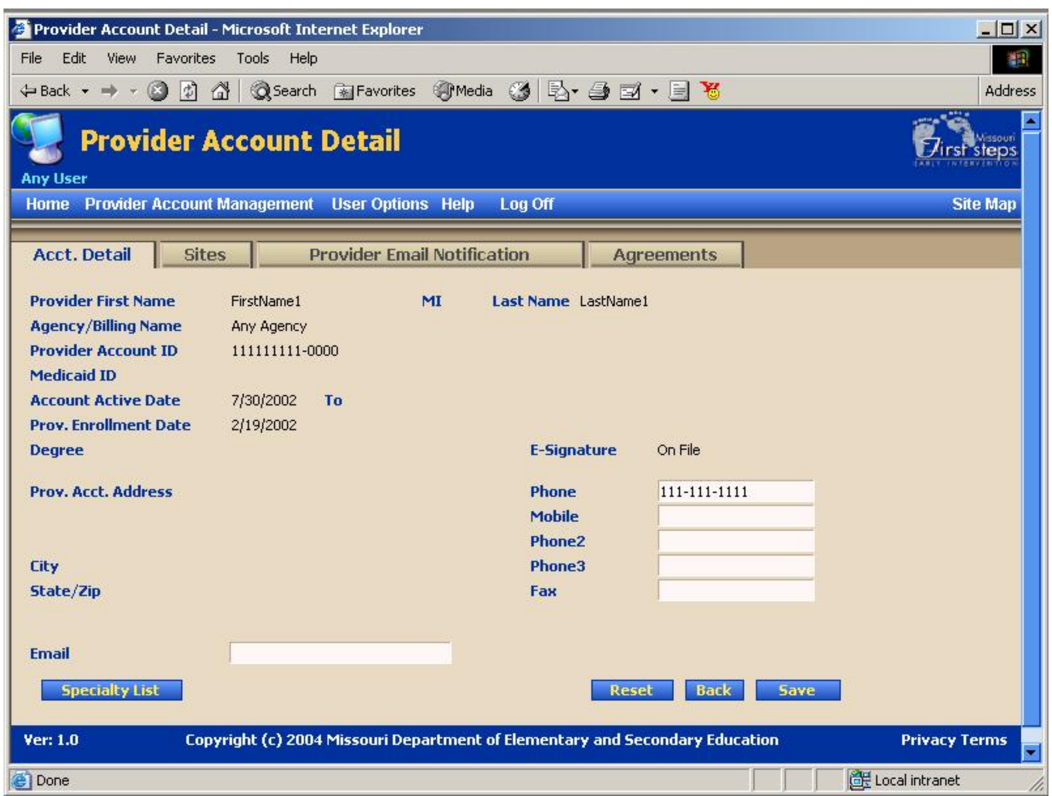
How Do I Enter or Update Provider Account Detail Information

Use this exercise to see how to enter or update detailed information about a provider's account.

Tip: A provider may have multiple provider accounts if the provider bills for services using multiple Tax ID numbers.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The Provider Account Detail page displays.



3. Enter or update the following information as necessary:
   - Phone
   - Mobile
   - Phone2

- Phone3
- Fax
- Email

4. Click **Save**.

Tip: The other information displayed on this page is read-only and cannot be changed.

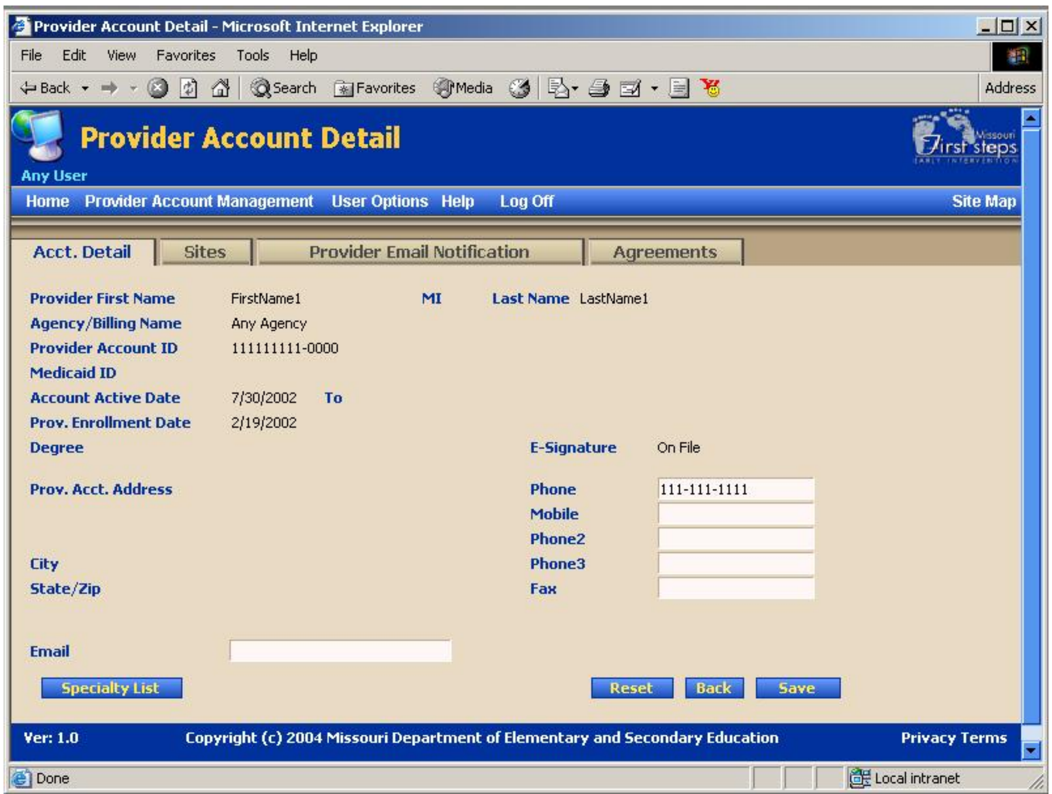
How Do I View a Provider's Specialty List

Use this exercise to see how to view a list of a provider's specialties.

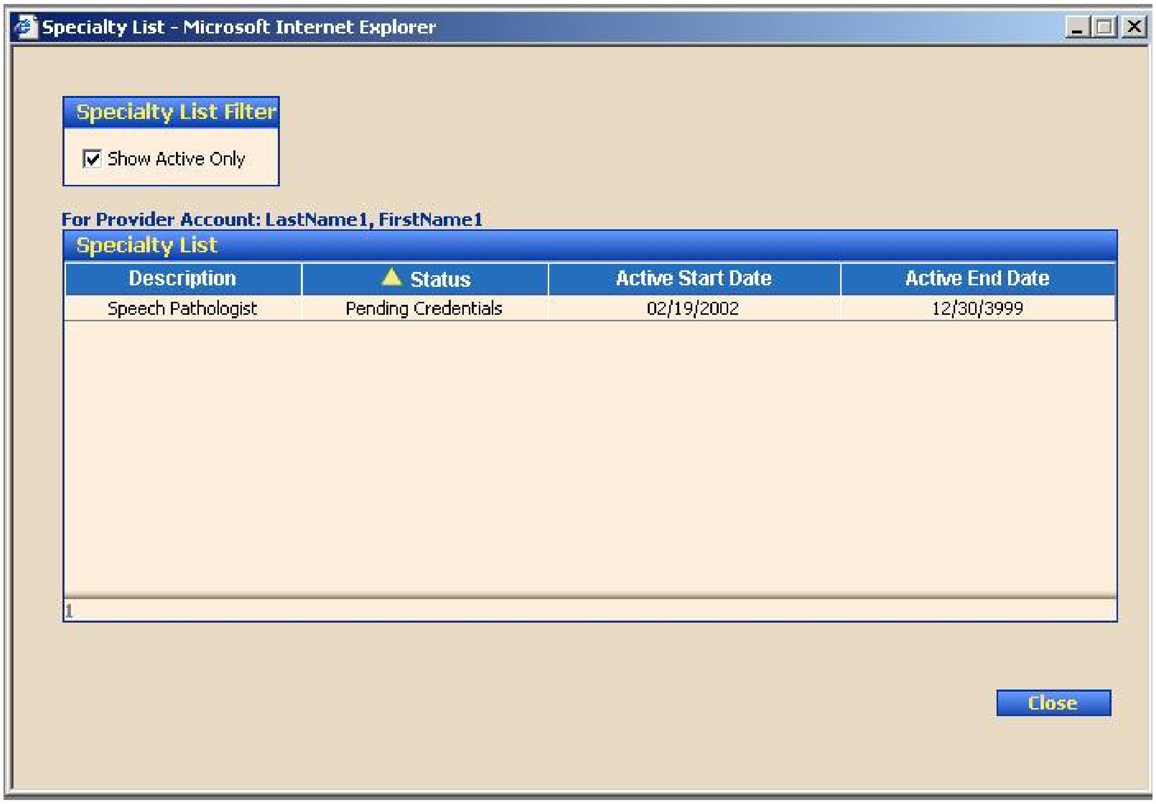
> **Note:** The provider will need to contact the CFO to make changes to the specialties associated with the provider account.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The Provider Account Detail page displays.



3. Click **Specialty List**. The Specialty List page displays.



4. View the provider's specialties.

Tip: The information displayed on this page is read-only and cannot be changed.

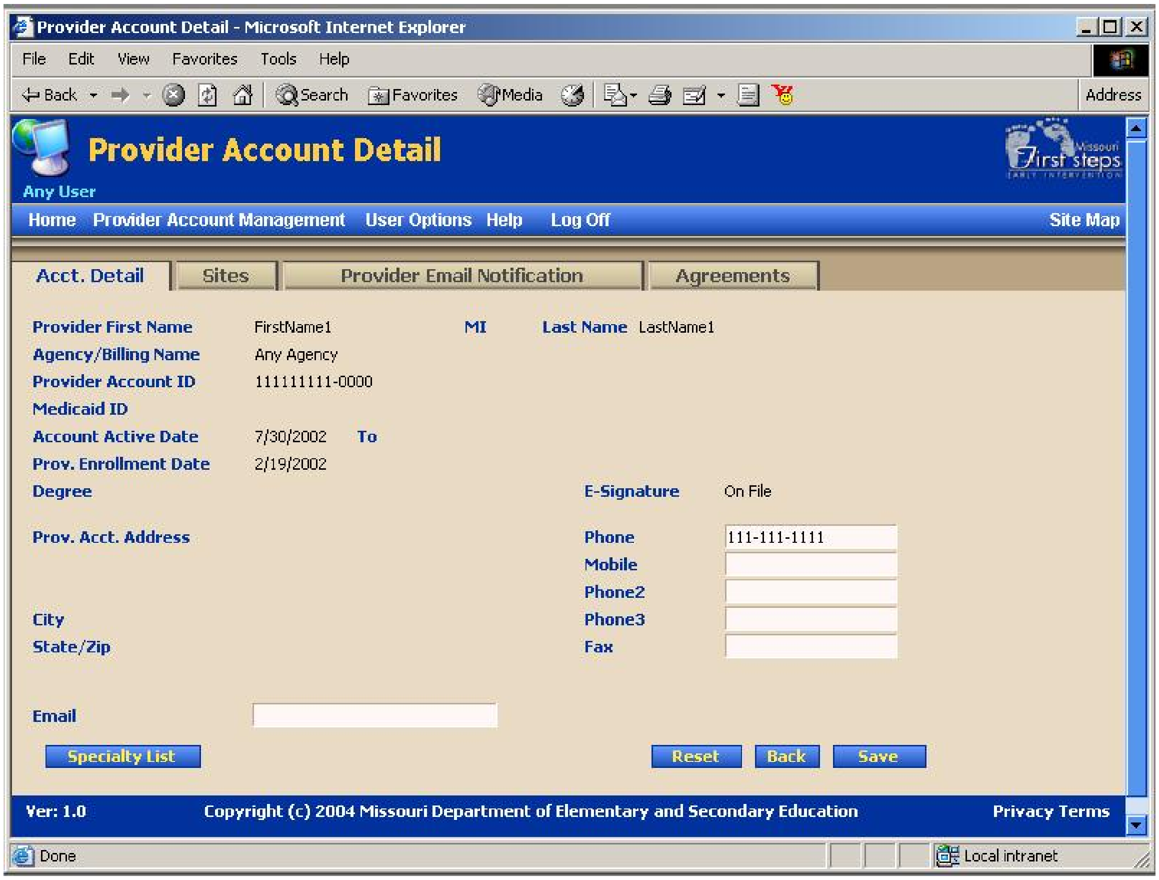
How Do I View a List of Provider Account Sites

Use this exercise to view a list of sites associated with a specific provider account.

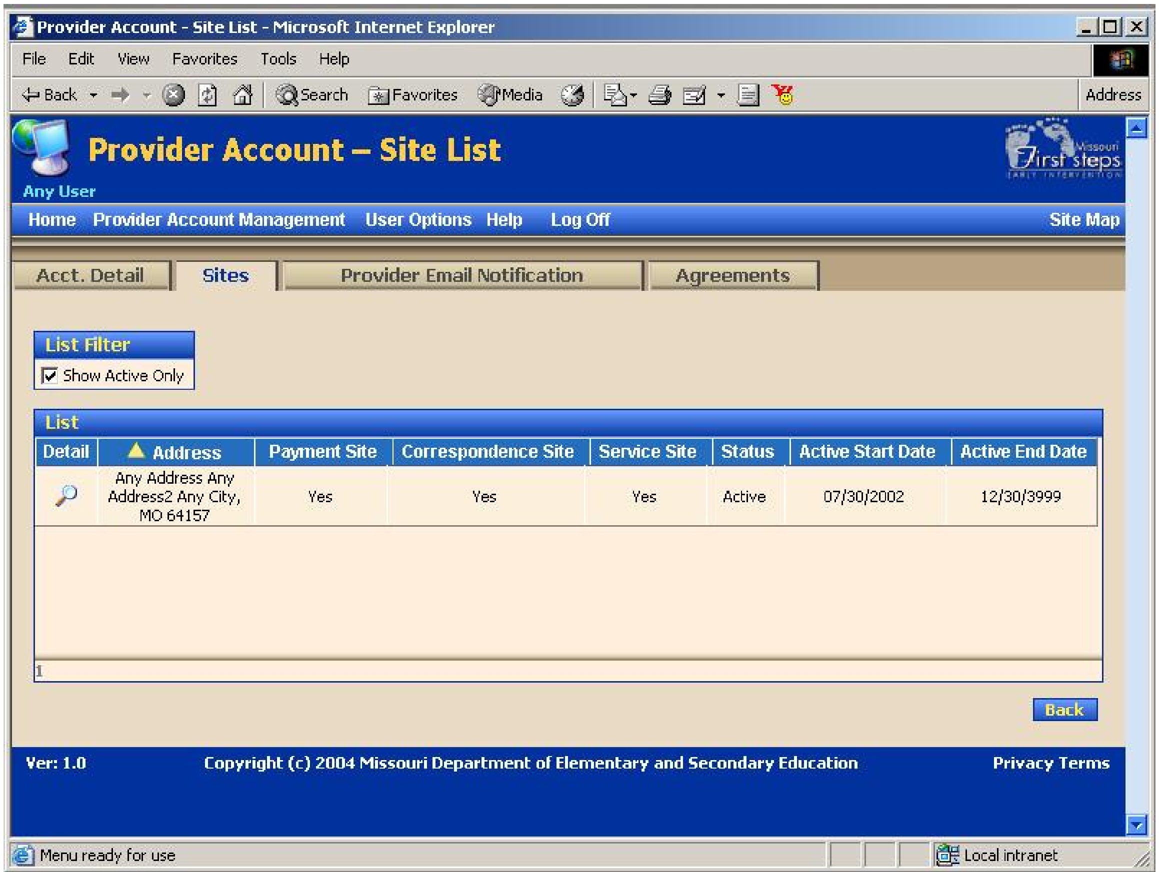
> **Note:** The provider will need to contact the CFO to make changes to the sites used by the provider account.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The Provider Account Detail page displays.



3. Click the **Sites** tab. The Provider Account - Site List page displays.



4. View a list of the sites currently associated with the provider account in the table.

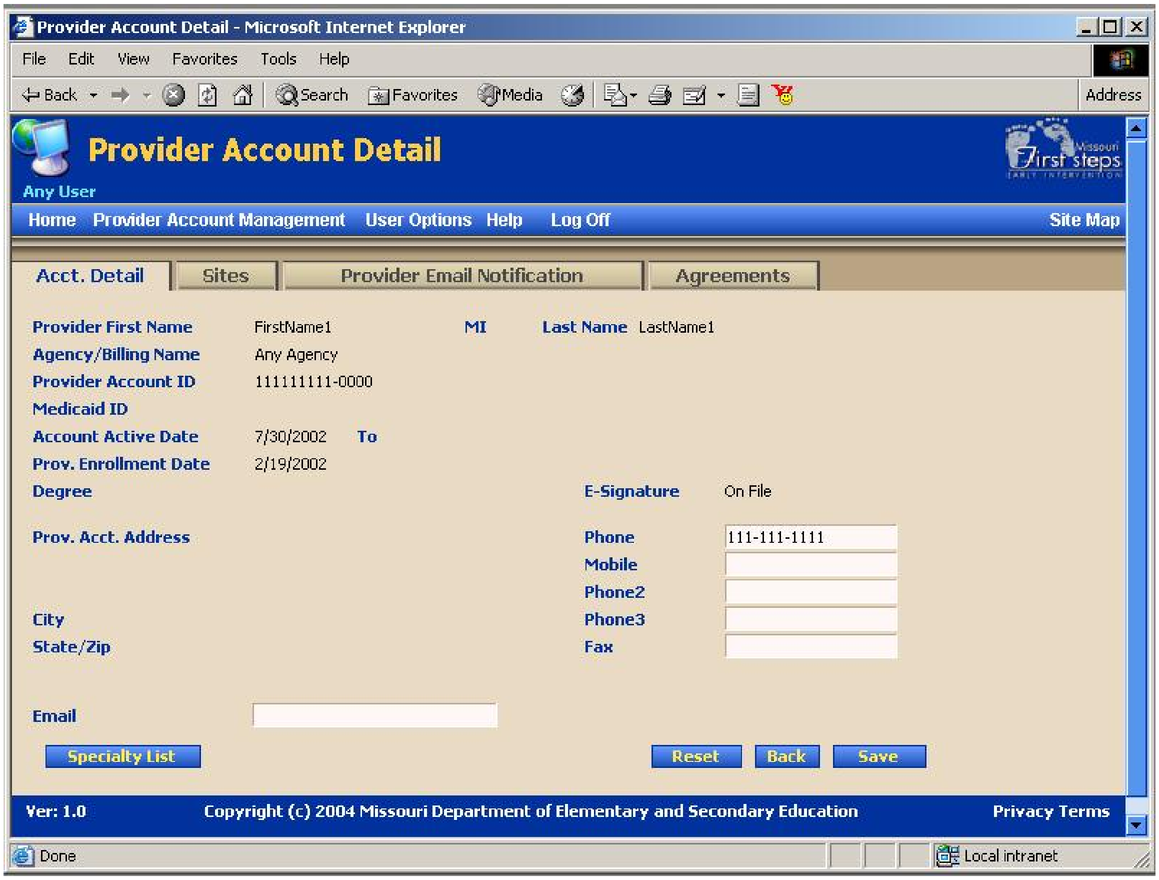
Tip: The information displayed on this page is read-only and cannot be changed.

How Do I View a Provider Account's Site Detail Information

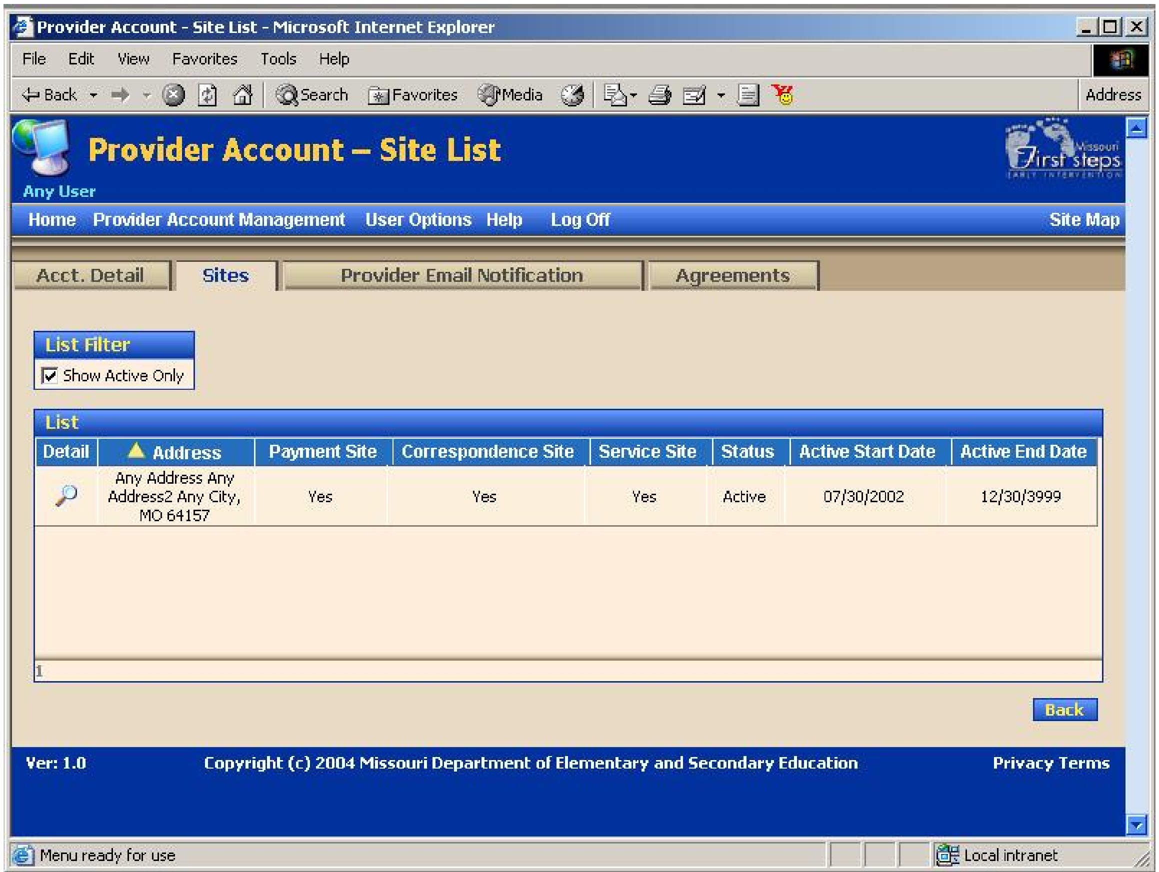
Use this exercise to view detailed information about a specific site currently associated with a provider account.

Complete the following steps to finish this exercise:

5. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
6. Select the **Account Detail** sub-menu option. The Provider Account Detail page displays.



7. Click the **Sites** tab. The Provider Account - Site List page displays.



8. Click the **Detail** icon next to a specific site in the **List** table. The Provider Account - Site Detail page displays.

5. View the provider account's site detail information.

Tip: The information displayed on this page is read-only and cannot be changed.

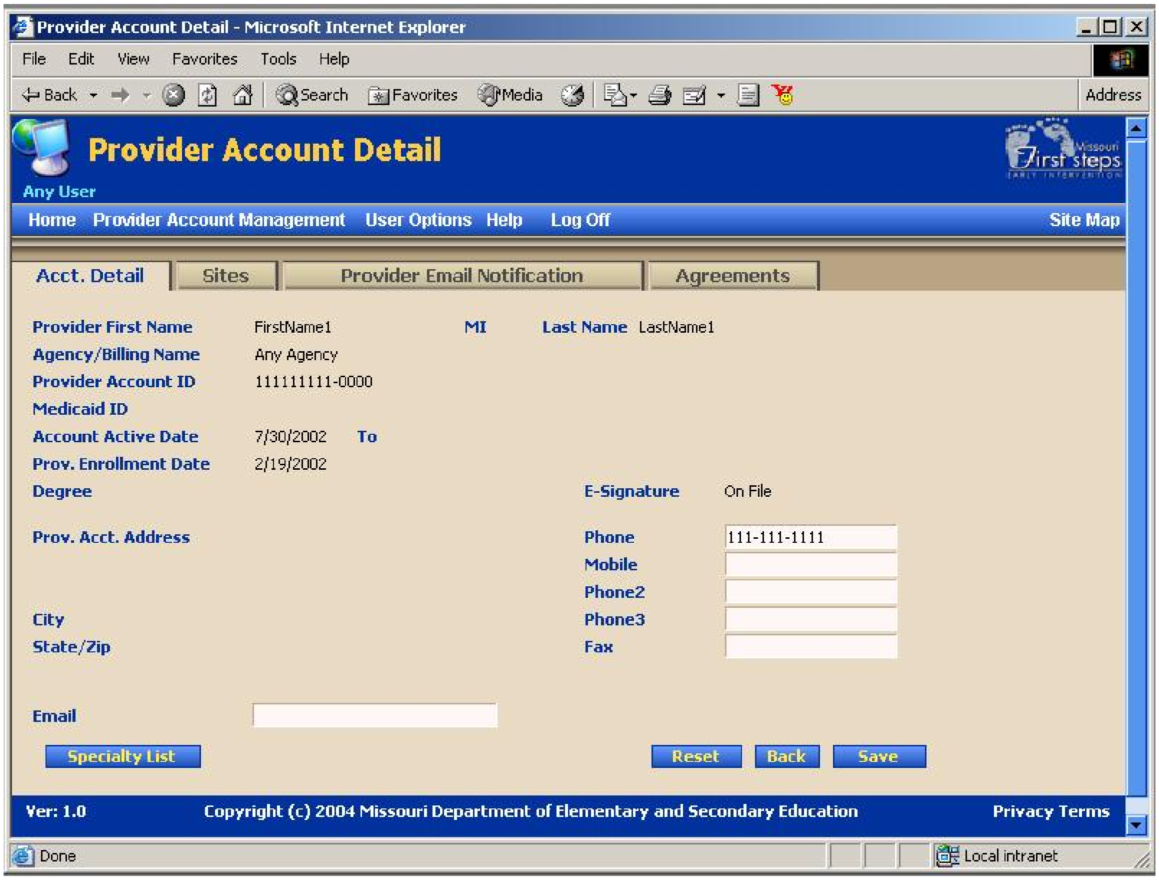
How Do I View and/or Update a Provider Account's Email Notifications

Use this exercise to view and/or update a provider account's email notification triggers.

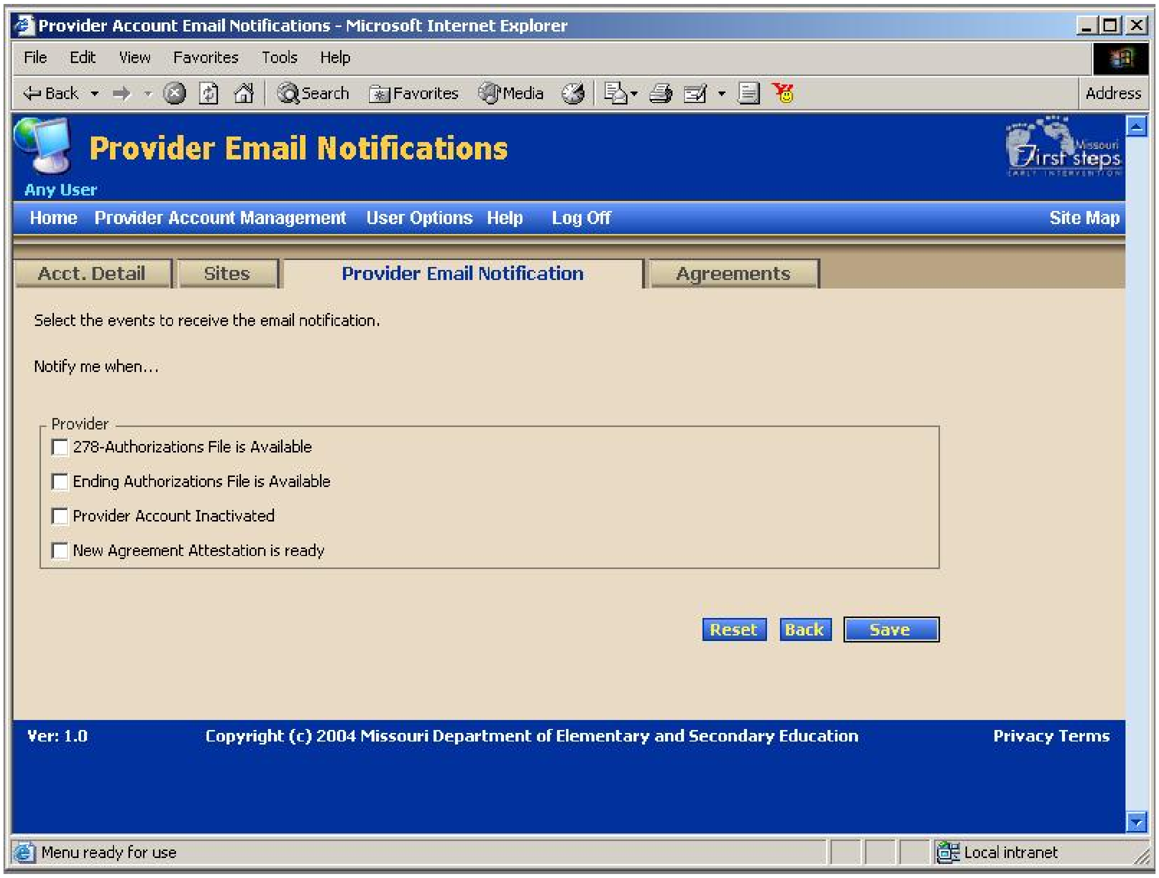
> **Note:** Email notifications are sent to the email address listed on the Provider Account Detail page. If an email notification is selected and a corresponding email address does not exist, an email notification will not be sent.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The Provider Account Detail page displays.



3. Click the **Provider Email Notification** tab. The Provider Email Notifications page displays.



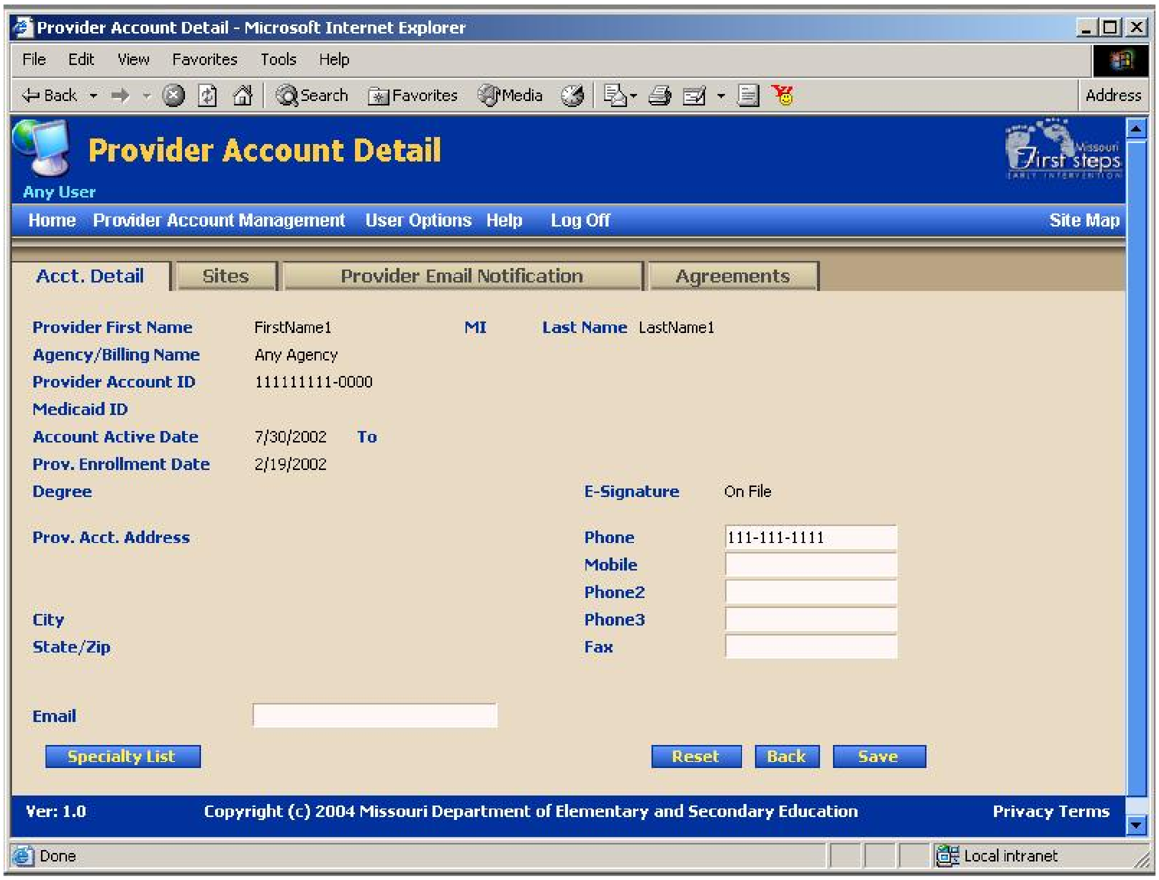
4. Update the following check box selections as necessary:
   - 278-Authorization File is Available
   - Ending Authorizations File is Available
   - Provider Account Inactivated
   - New Agreement Attestation is ready
5. Click **Save**.

How Do I View and/or Update a Provider Account's Agreements

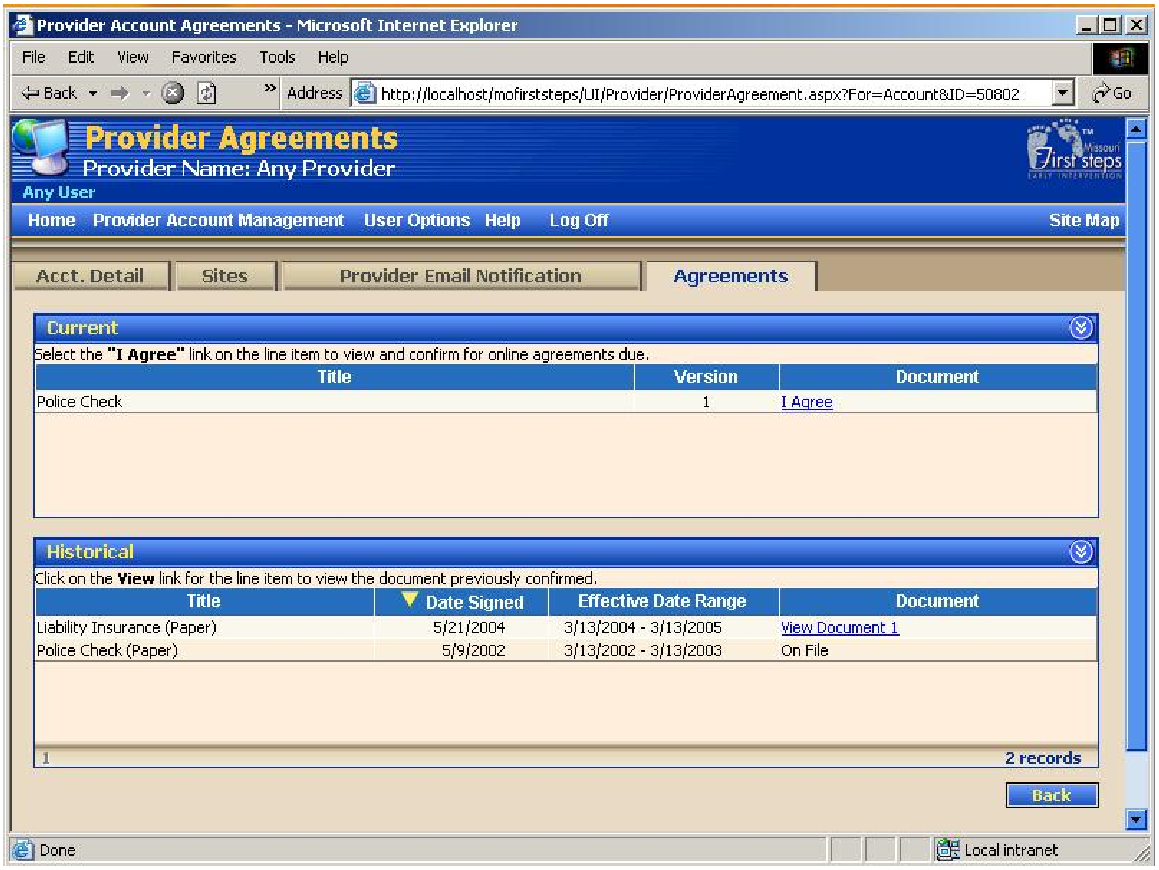
Use this exercise to view and/or update the agreements required between the provider and the CFO for the enrollment of the provider account.

Complete the following steps to finish this exercise:

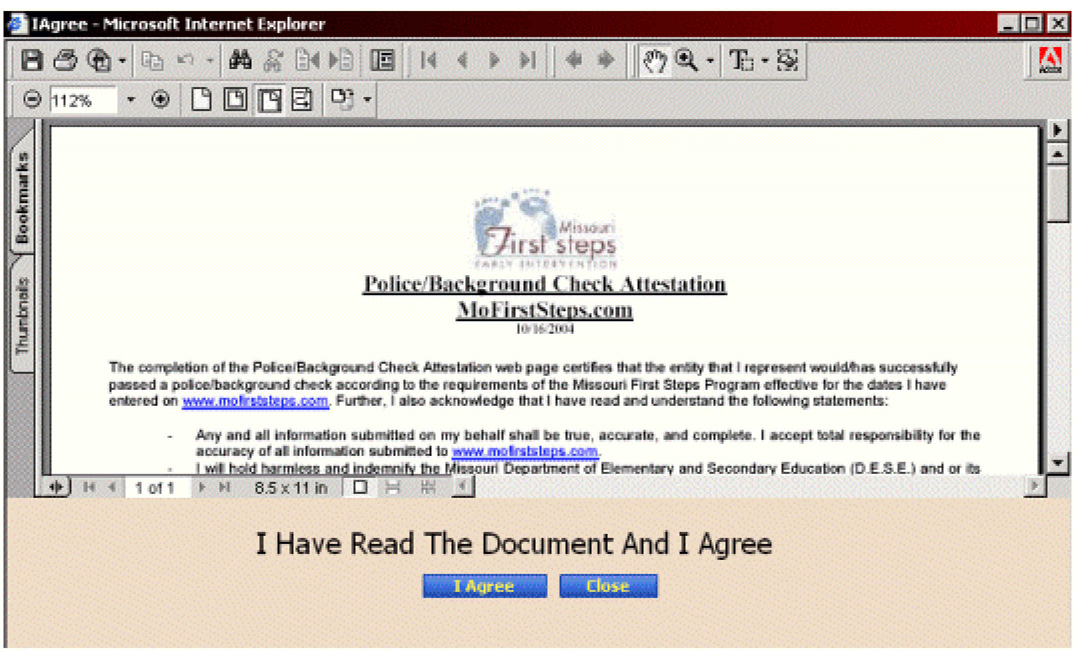
1. On the **Provider Account Management** pull-down menu, select the **Provider Account** menu option. A sub-menu displays.
2. Select the **Account Detail** sub-menu option. The Provider Account Detail page displays.



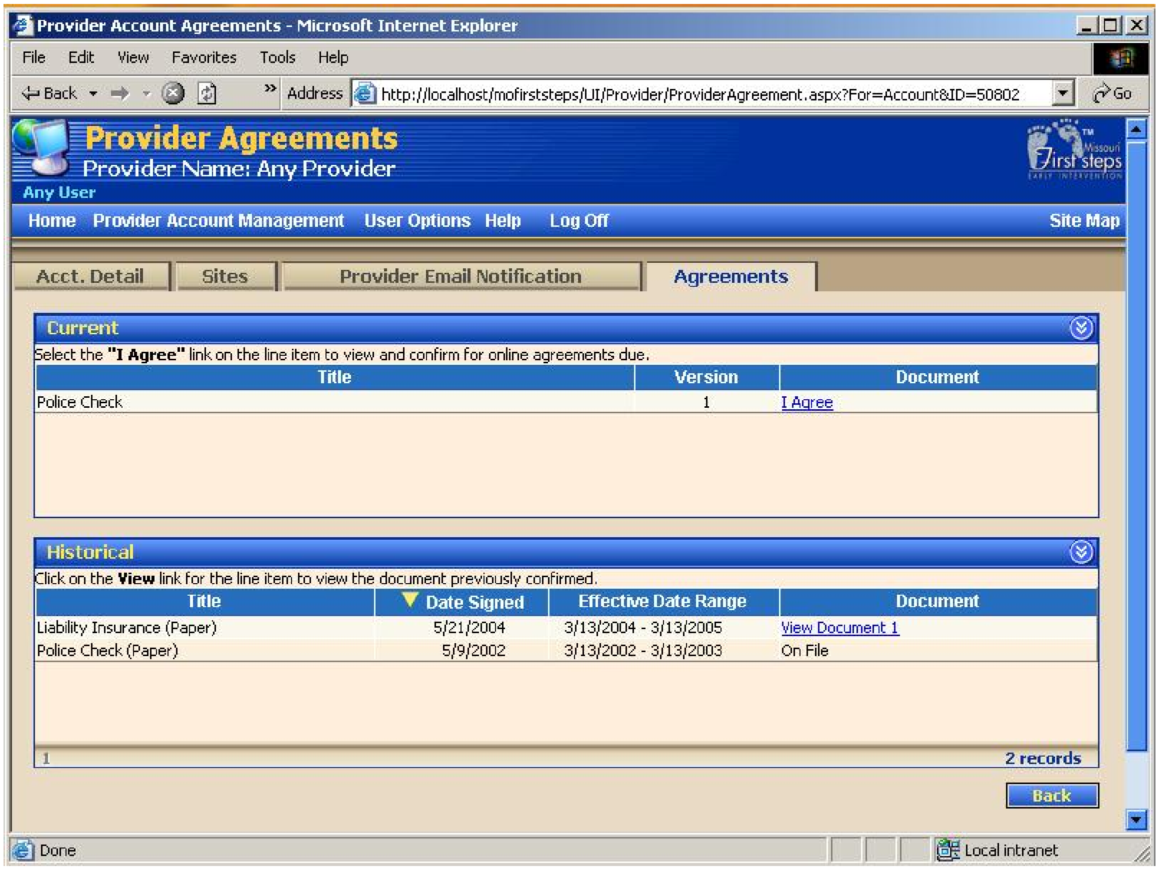
3. Click the **Agreements** tab. The Provider Account Agreements page displays.



4. To update current payee agreements, select the **I Agree** link under **Current** to view and confirm a specific agreement. . The I Agree page for provider accounts displays when clicked.



5. Click **I Agree**. The Provider Account Agreements page displays and the **Historical** table is refreshed to display the newly "agreed to" document.



6. To view detailed information about historical payee agreements, select the **PDF** link under **Historical**.

Claims

How Do I Enter, Update, and Check an Online Claim

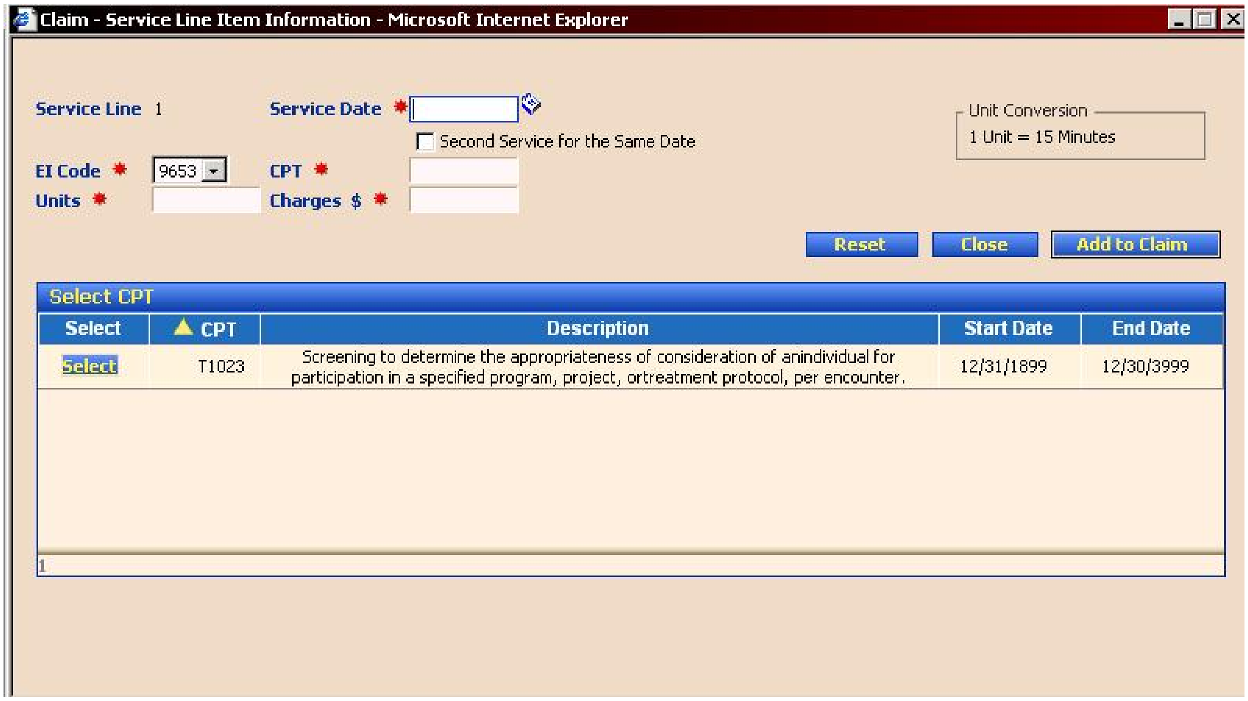
Use this exercise to enter, update, and check an online claim.

Note: The claims entry page is displayed by using a variety of methods. This exercise will guide you using all available methods. Therefore, depending on which method is used to access the claims entry page, some of the steps in this exercise may be optional.

Complete the following steps to finish this exercise:

1. Use one of the following methods to access the claim entry page:
   - Selecting the **Provider Account Management\Provider Billing\Claim Entry** menu option.
   - Clicking the **Claim Entry** button on the Authorization Detail page.
   - Clicking either the **Correct Claim** or **Resubmit Claim** button on the Claim Detail page.
2. If necessary, enter the full **Authorization Number** or search for an authorization. For more information, see How Do I Search for an Authorization.

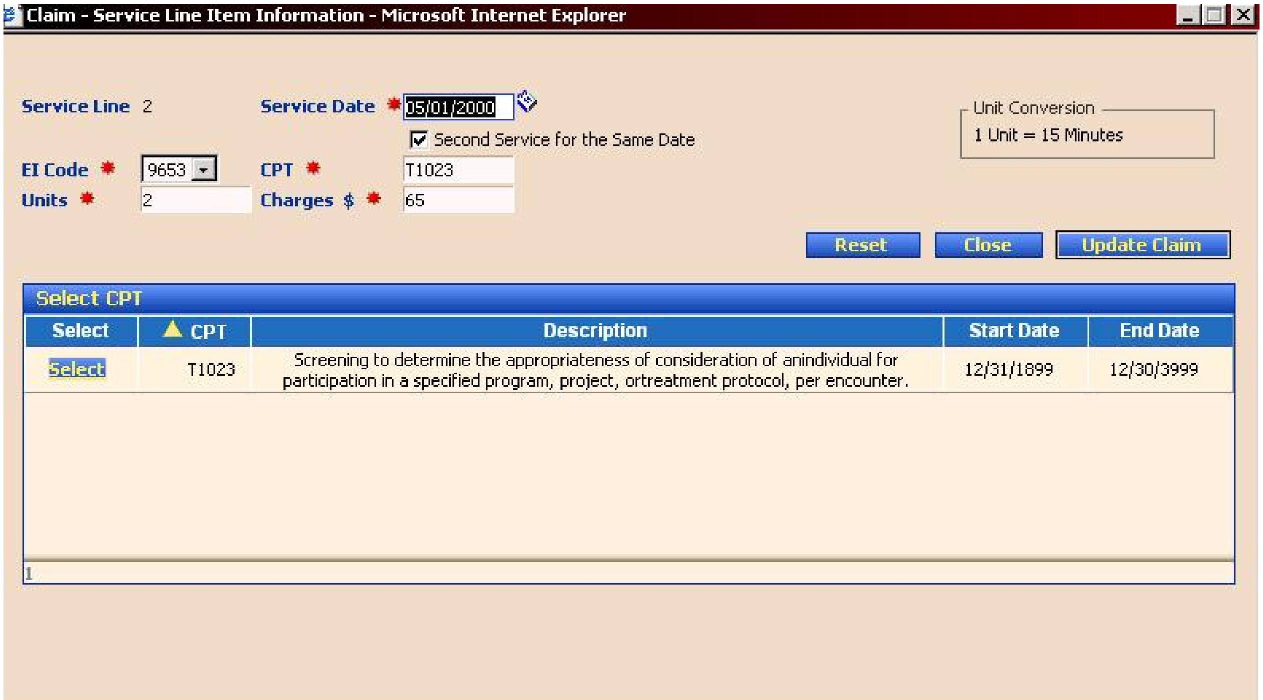
3. Select the **Enter Service Line** button to add the detail line items for this claim. The claim entry page (specific to the service line you are adding) displays.



4. Complete all of the required information on this page to enter a line for the claim. Fields marked with an asterisk (*) are required.
5. Click **Add to Claim** to save your information.

Tip: All line items are displayed for the claim. The total dollar value of all of the line items on the claim is displayed in **Claim Total Charges** at the bottom of the page. A **Detail** icon is available for each line item. You can click the **Detail** icon to edit a specific line item. Or, you can click the **Delete** icon to remove a specific line item from the claim.

6. To update a specific line item, click the **Detail** icon. The claim update page (specific to the service line you are updating) displays.



7. Update any of the information on this page as necessary. Remember, fields marked with an asterisk (*) are required and cannot be left blank.

8. Click **Update Claim** to save your changes.

> **Tip:** You can also click **Close** to exit the page without saving any changes, or click **Reset** to undo any changes made on the page and restore the previously saved information.

9. Click **Check Claim** to perform the application's validation edits on the claim without submitting the claim. (You can still update the claim if necessary when checking a claim.)

Tip: After the system validation edits are complete, you are shown whether the claim will pass or fail when it is submitted. At this point the claim has not been saved to the database and may be corrected if necessary. Individual line items may still be added to the claim, updated on the claim, or deleted from the claim. The **Check Claim** button may be clicked multiple times to perform many checks on the claim until the claim is actually submitted.

10. Once the claim entry is complete and has been checked thoroughly, click **Submit** to save the claim to the database.

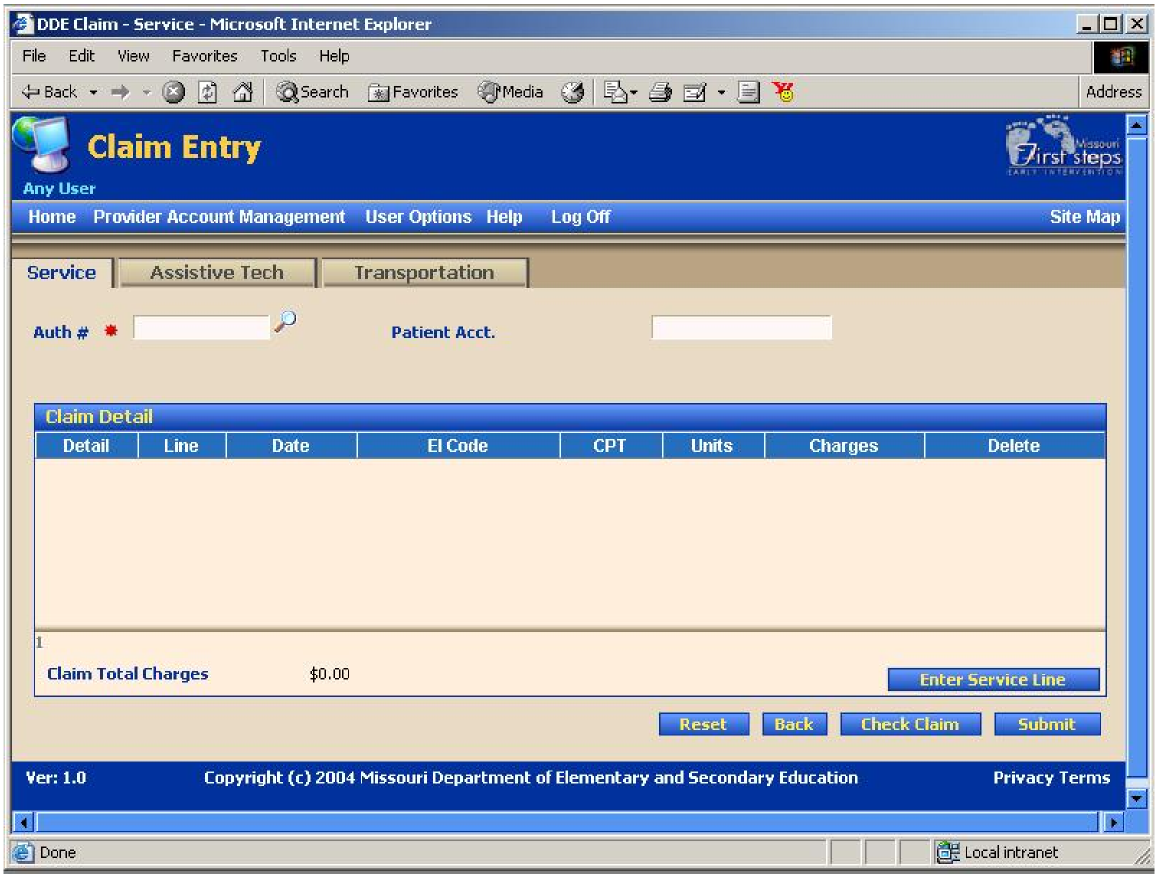
Note: A claim that has been submitted to the database may still be updated after submission by clicking the **Correct Claim** button on the Claim Detail page. However, once the claim status is **Paid**, the claim can no longer be corrected.

How Do I Enter a Service Line to a Claim

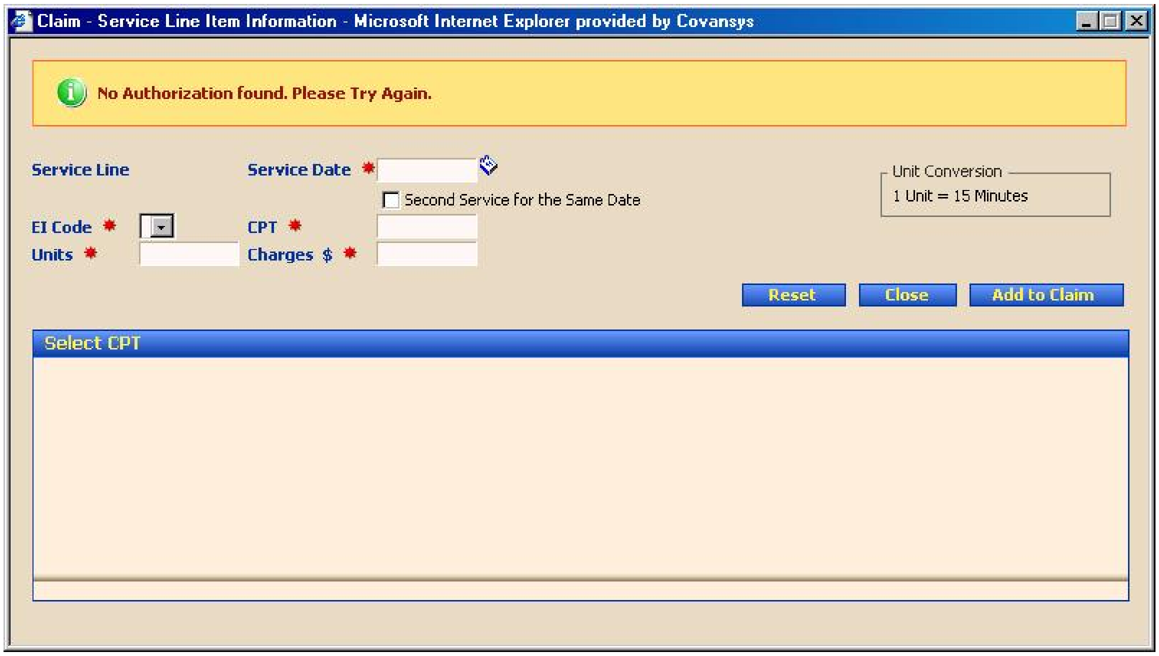
Use this exercise to enter a service line item to a claim.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Claim Entry** sub-menu option. The Claim Entry (Service tab) page displays.



3. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
4. Click **Enter Service Line**. The Claim - Service Line Item Information page displays.



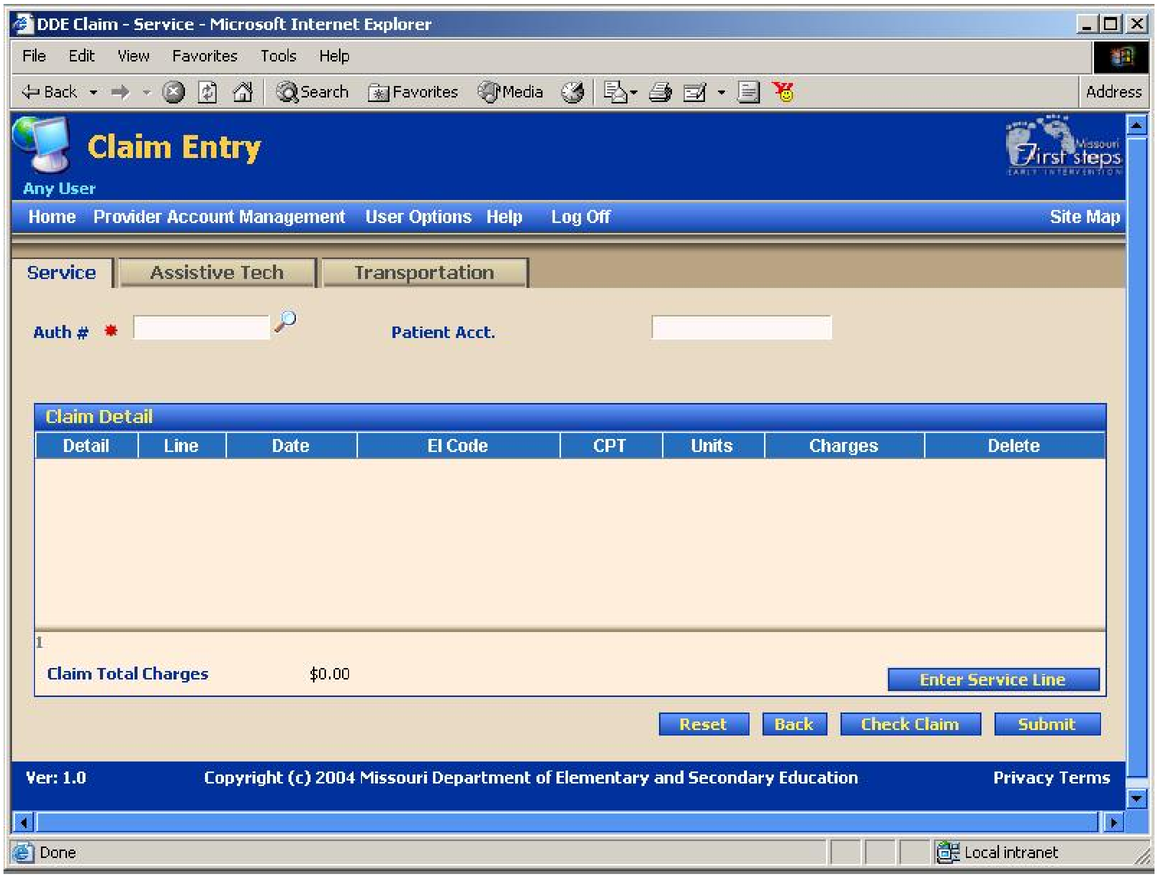
5. Enter the **Service Date**.
6. If applicable, select the **Second Service for the Same Date** check box.
7. Enter the **CPT** code for the service line.
8. Enter the **Units**. 1 unit equals 15 minutes of service time.
9. Enter the **Charges $**.
10. In the **Select CPT** table, select a CPT to insert for the service line as necessary.
11. Click **Add to Claim**.

How Do I Enter an Assistive Tech Line to a Claim

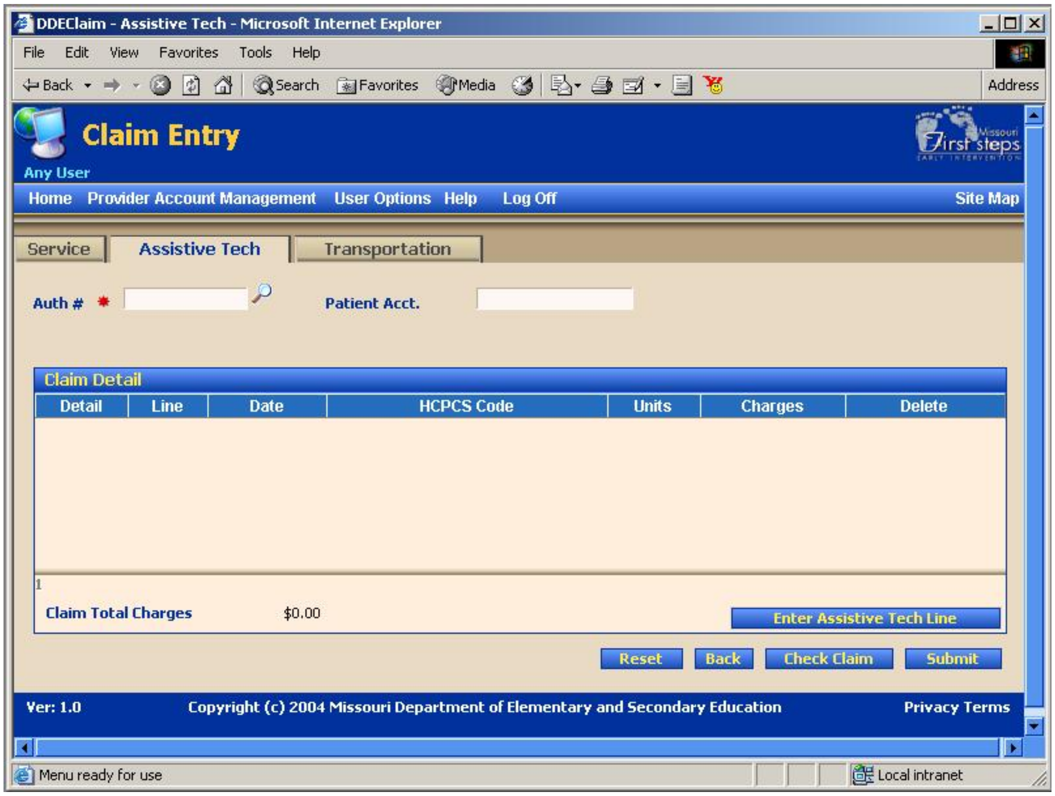
Use this exercise to enter an Assistive Tech line item to a claim.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Claim Entry** sub-menu option. The Claim Entry (Service tab) page displays.



3. Click the **Assistive Tech** tab. The Claim Entry (Assistive Tech tab) page displays.



4. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
5. Click **Enter Assistive Tech Line**. The Claim - Assistive Tech Line Item Information page displays.

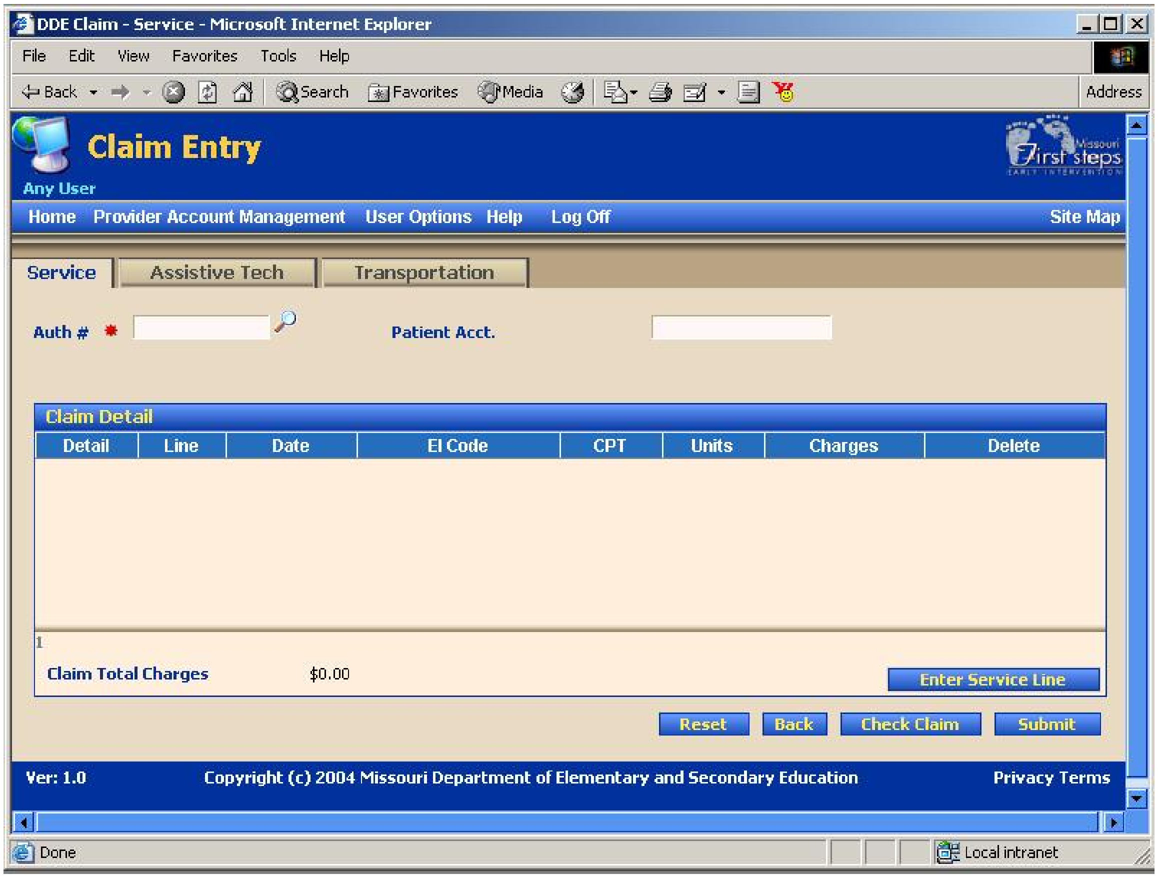
6. Enter the **Purchase Date**.
7. Select the **HCPCS Code** for the Assistive Tech line.
8. Enter the **Units**. 1 unit equals 1 item.
9. Enter the **Total Charges $**.
10. Click **Add to Claim**.

How Do I Enter a Transportation Line to a Claim

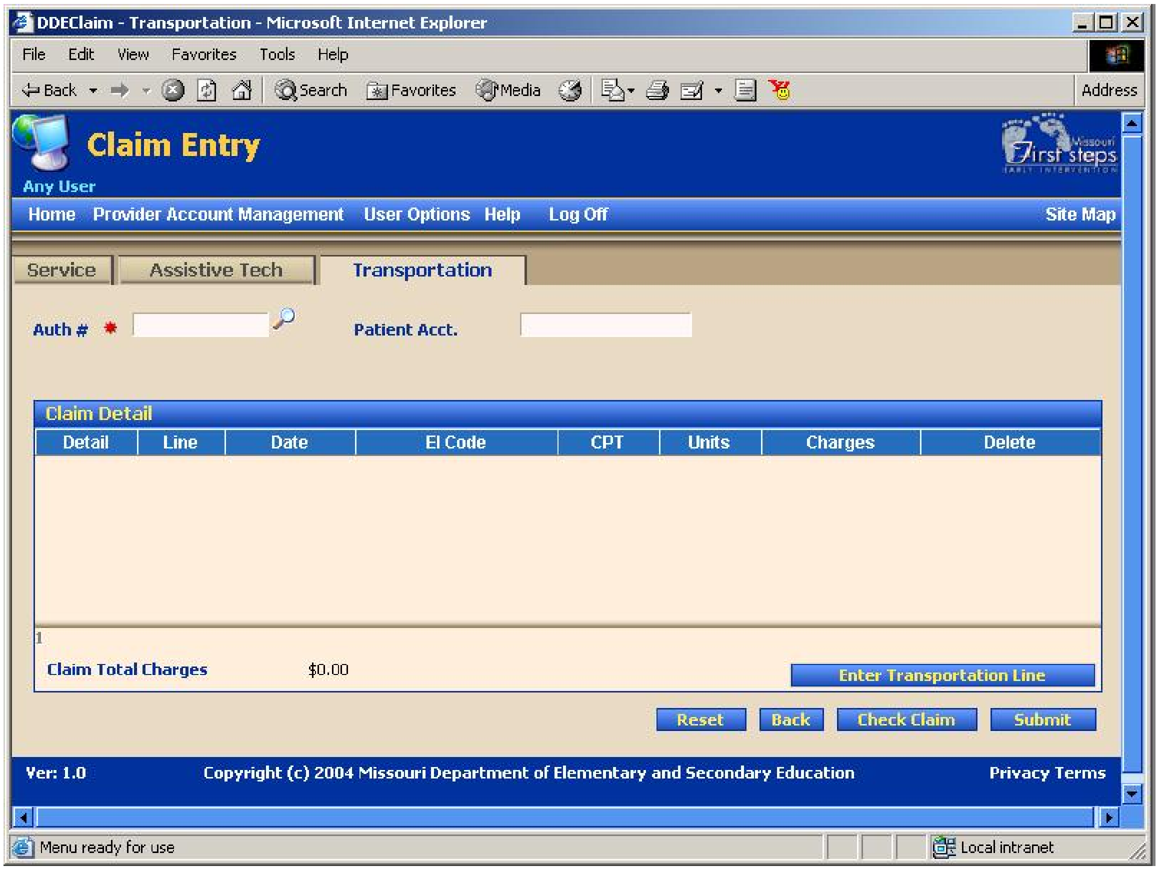
Use this exercise to enter a transportation line item to a claim.

Complete the following steps to finish this exercise:

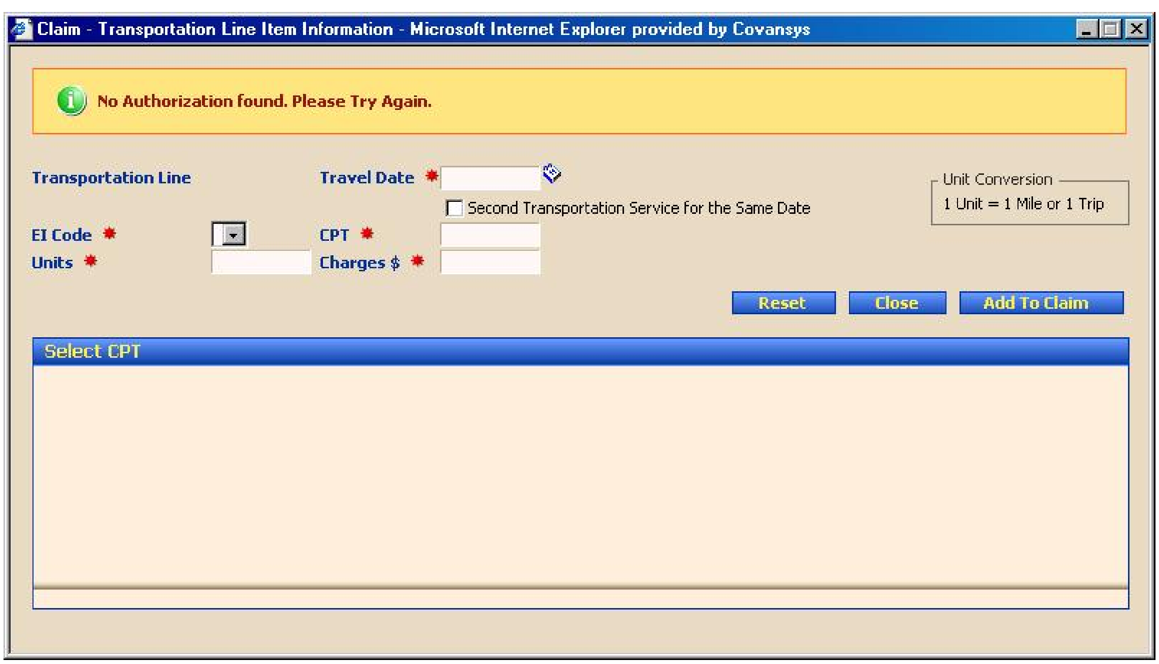
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Claim Entry** sub-menu option. The Claim Entry (Service tab) page displays.



3. Click the **Transportation** tab. The Claim Entry (Transportation tab) page displays.



4. Enter an **Auth #** and press the **Enter** key on your keyboard. If necessary, you can click the **Search Authorizations** button to perform a search.
5. Click **Enter Transportation Line**. The Claim - Transportation Line Item Information page displays.



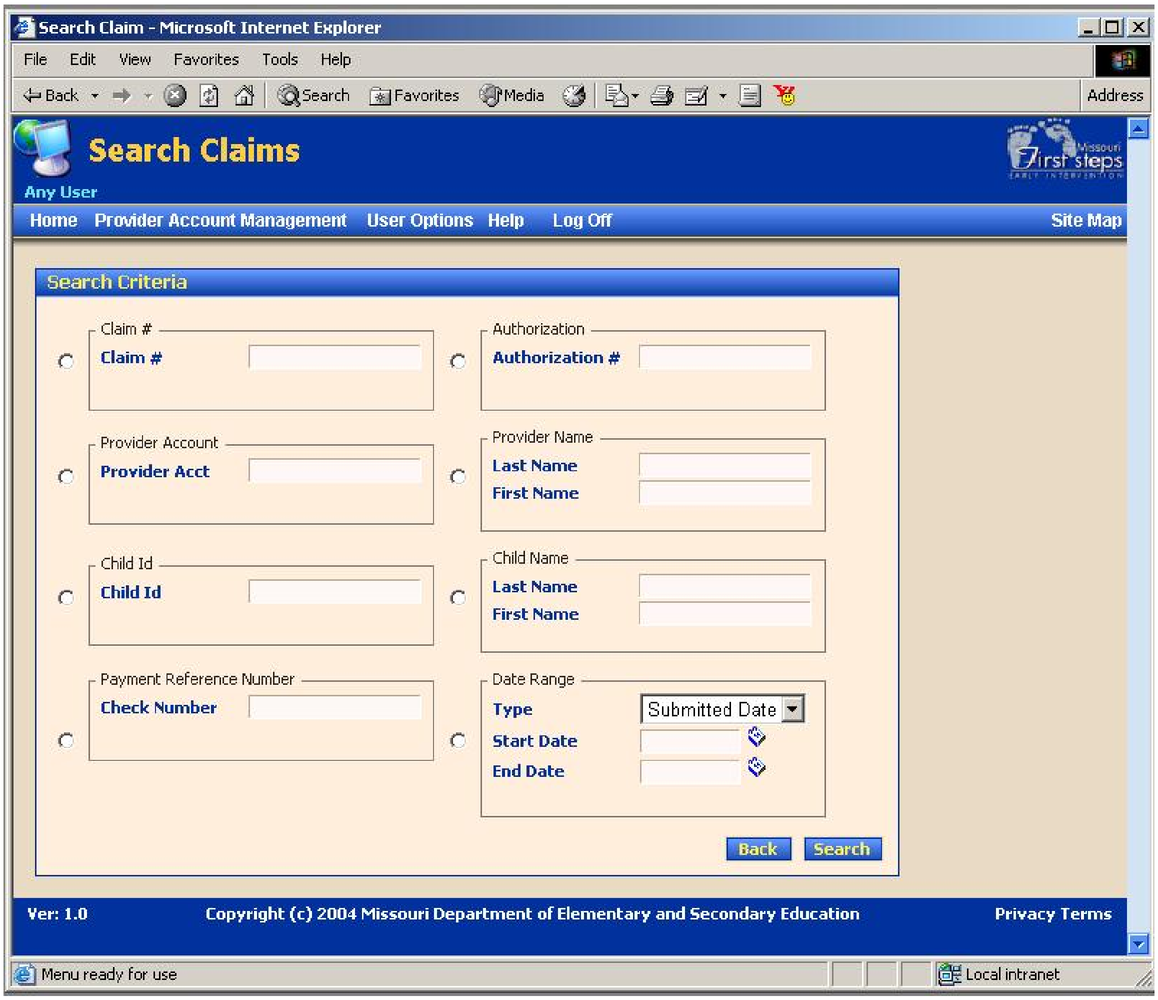
6. Enter the **Service Date**.
7. If applicable, select the **Second Service for the Same Date** check box.
8. Enter the **CPT** code for the transportation line.
9. Enter the **Units**. 1 unit equals 1 mile or 1 trip.
10. Enter the **Charges $**.
11. In the **Select CPT** table, select a CPT to insert for the transportation line as necessary.
12. Click **Add to Claim**.

How Do I Search for a Claim

Use this exercise to search for a claim that currently exists within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
    - Claim #
    - Authorization #
    - Provider Acct
    - Last Name (Provider)

- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

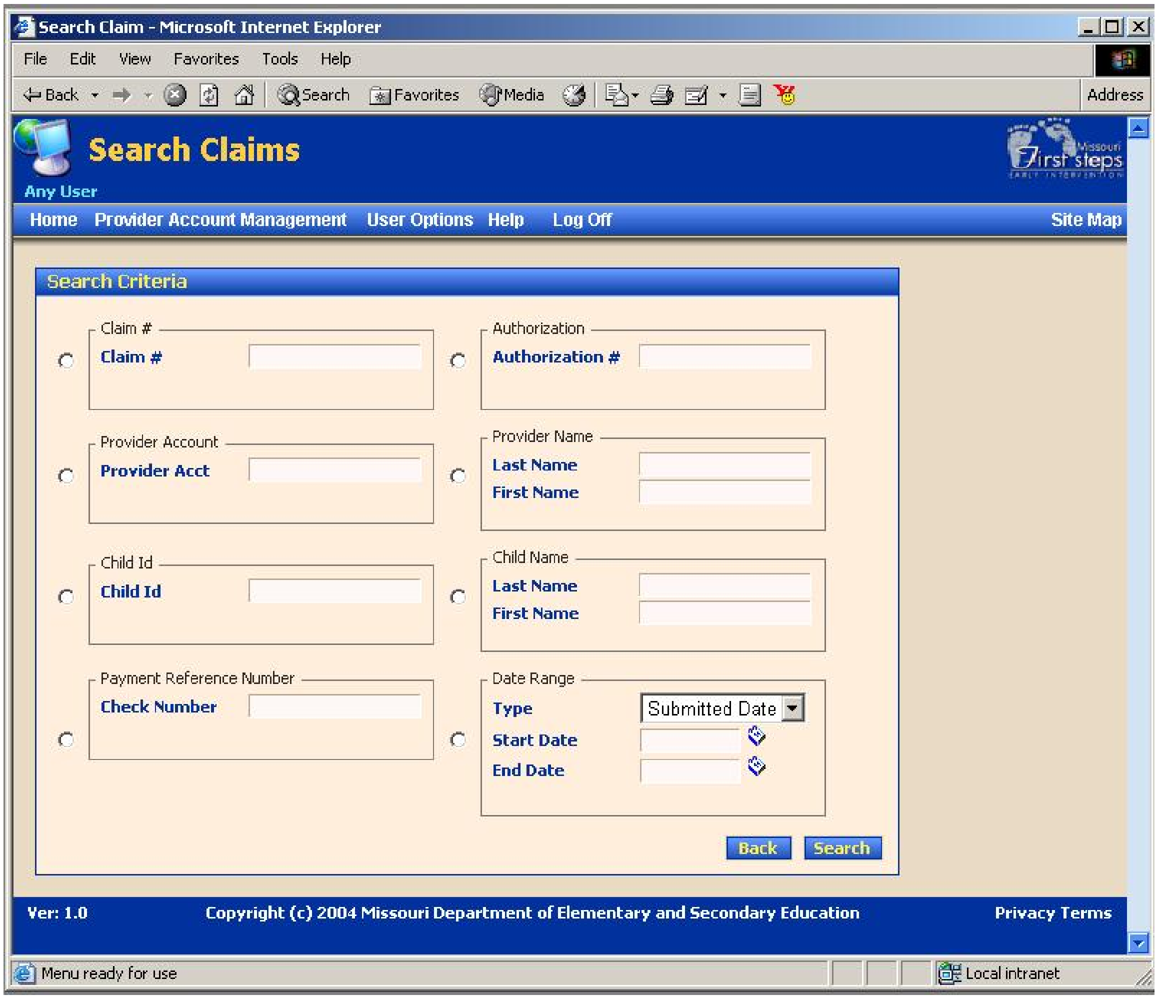
5. Click **Search** to perform a search based on the filter criteria entered.

How Do I Print a List of Claims

Use this exercise to display a printer-friendly list of claims that can be printed on your printer.

Complete the following steps to finish this exercise:

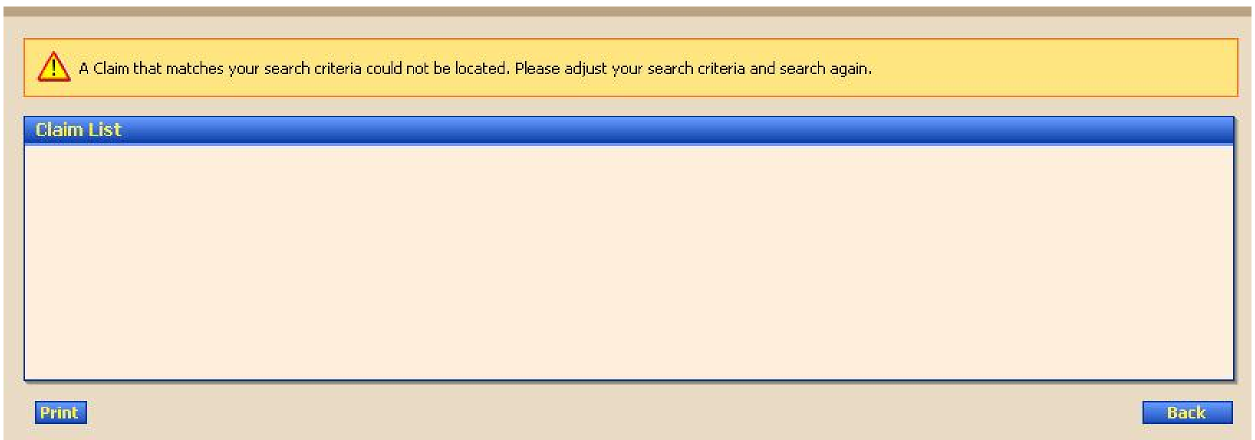
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
    - Claim #
    - Authorization #
    - Provider Acct

- Last Name (Provider)
- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays.



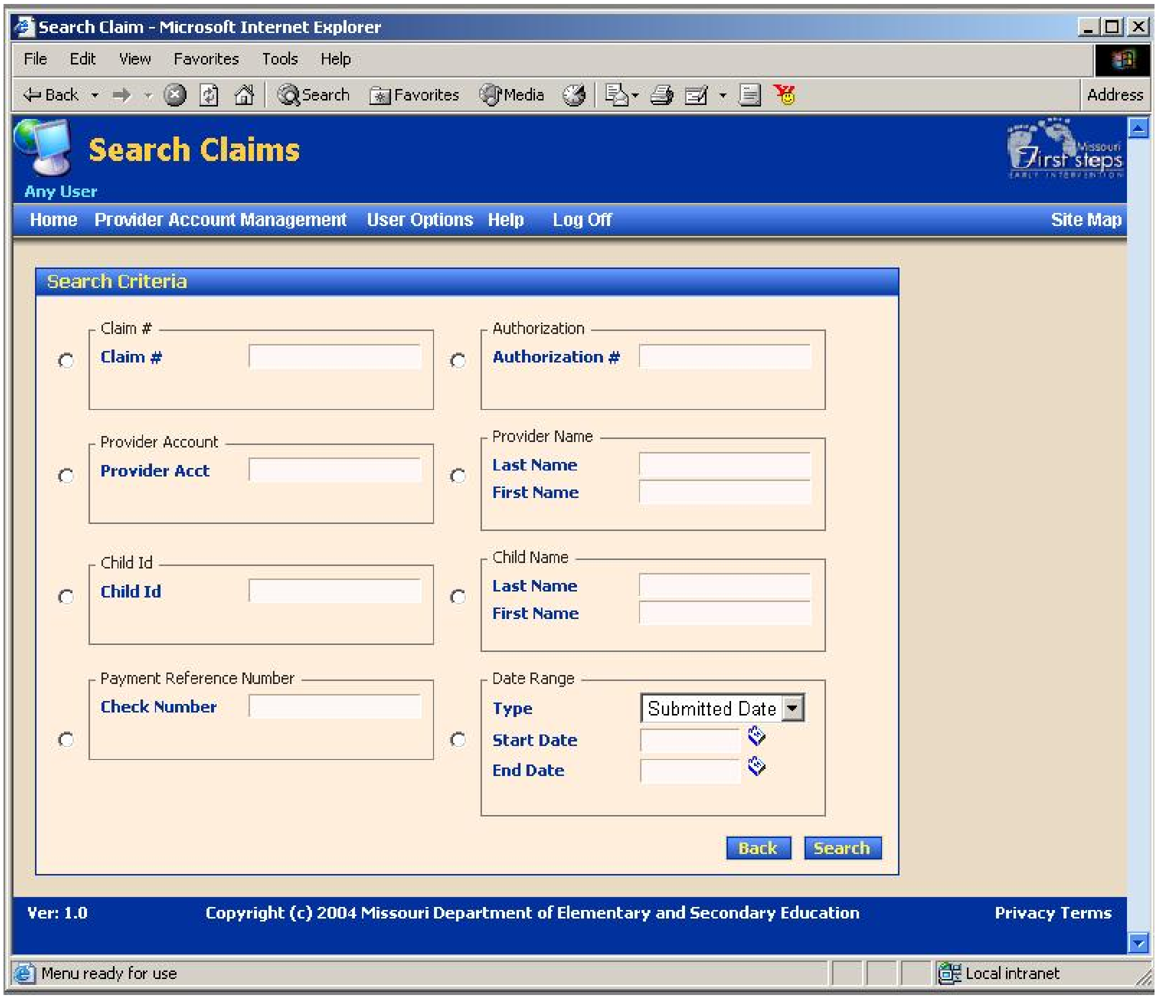
6. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary. **Note:** Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View the Details of a Claim from the Claim List

Use this exercise to display detailed information about a claim from the Claim List page.

Complete the following steps to finish this exercise:

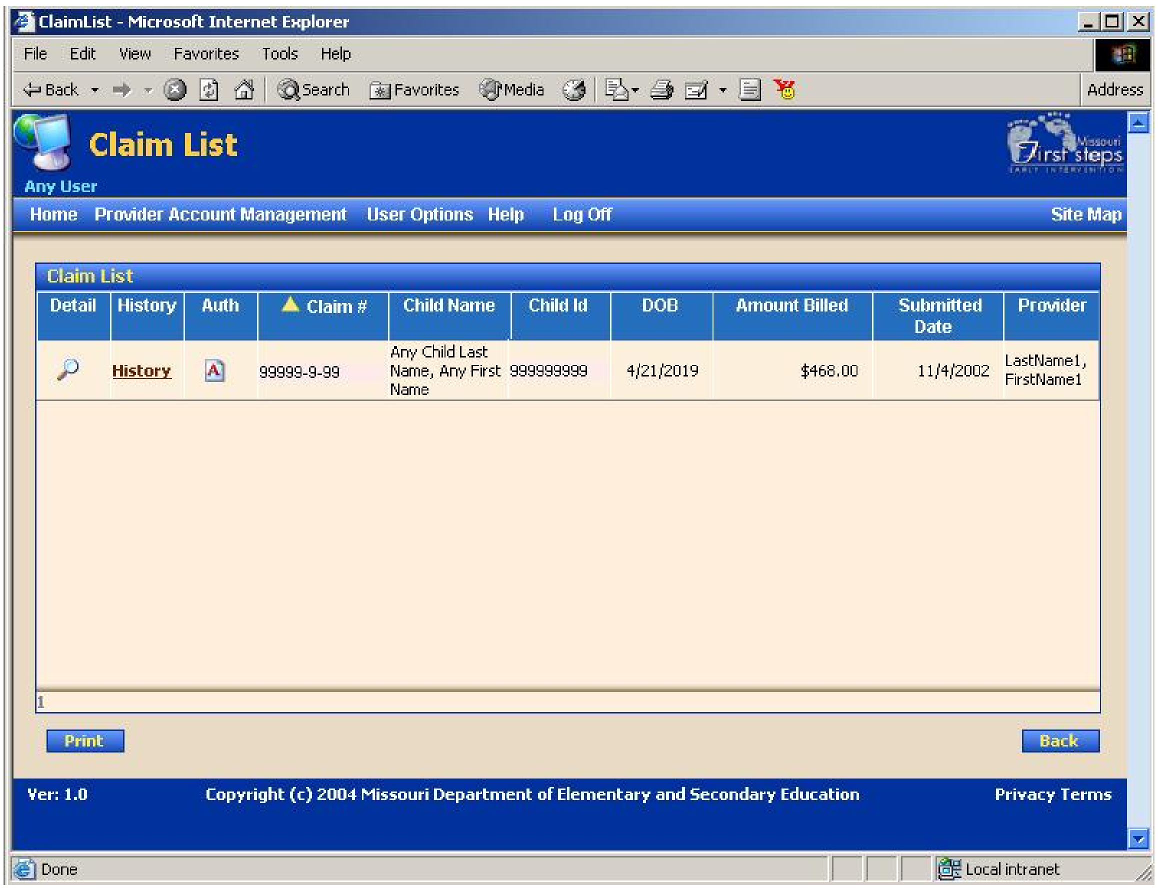
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



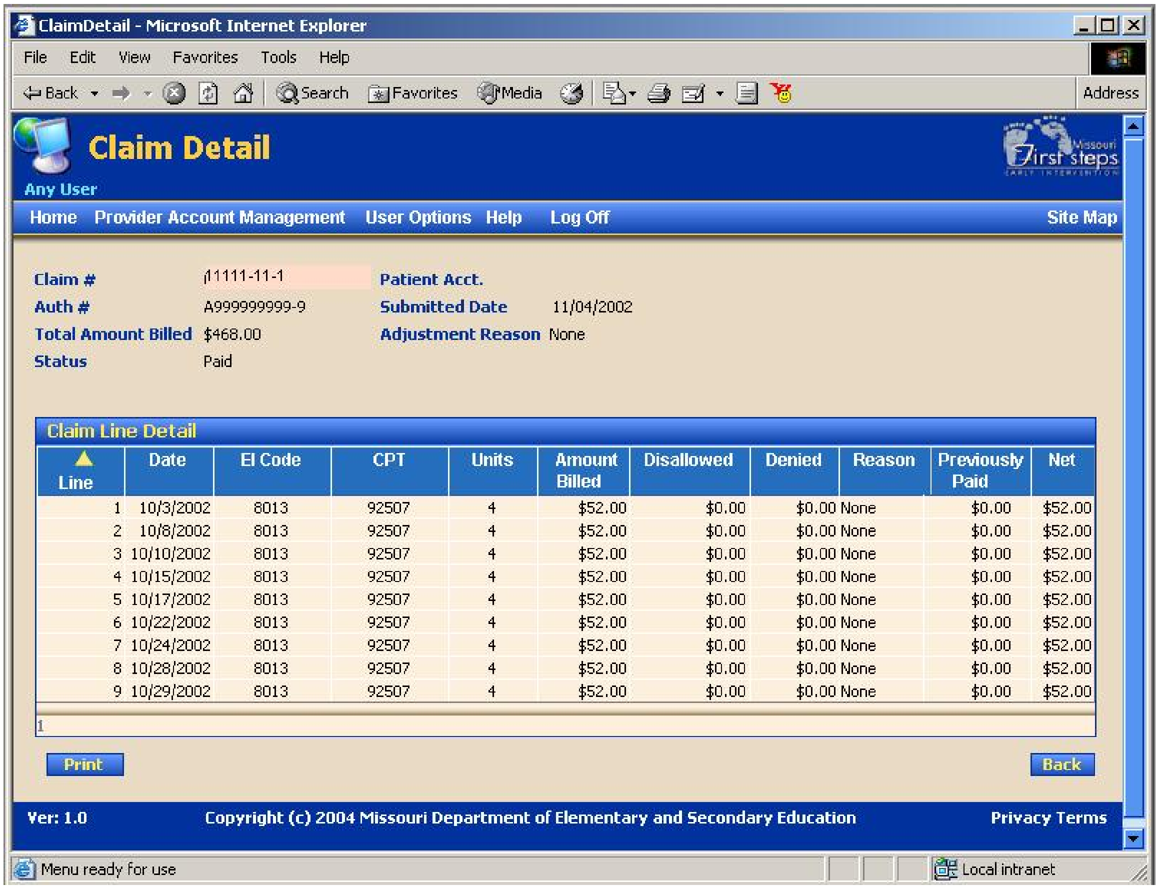
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Claim #
   - Authorization #
   - Provider Acct
   - Last Name (Provider)

- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays.



6. Click the **Detail** icon next to a specific claim in the **Claim List** table. The Claim Detail page displays.



Claim #	11111-11-1	Patient Acct.	
Auth #	A999999999-9	Submitted Date	11/04/2002
Total Amount Billed	$468.00	Adjustment Reason	None
Status	Paid		

Claim Line Detail

Line	Date	EI Code	CPT	Units	Amount Billed	Disallowed	Denied	Reason	Previously Paid	Net
1	10/3/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
2	10/8/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
3	10/10/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
4	10/15/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
5	10/17/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
6	10/22/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
7	10/24/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
8	10/28/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
9	10/29/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00

1

Print Back

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

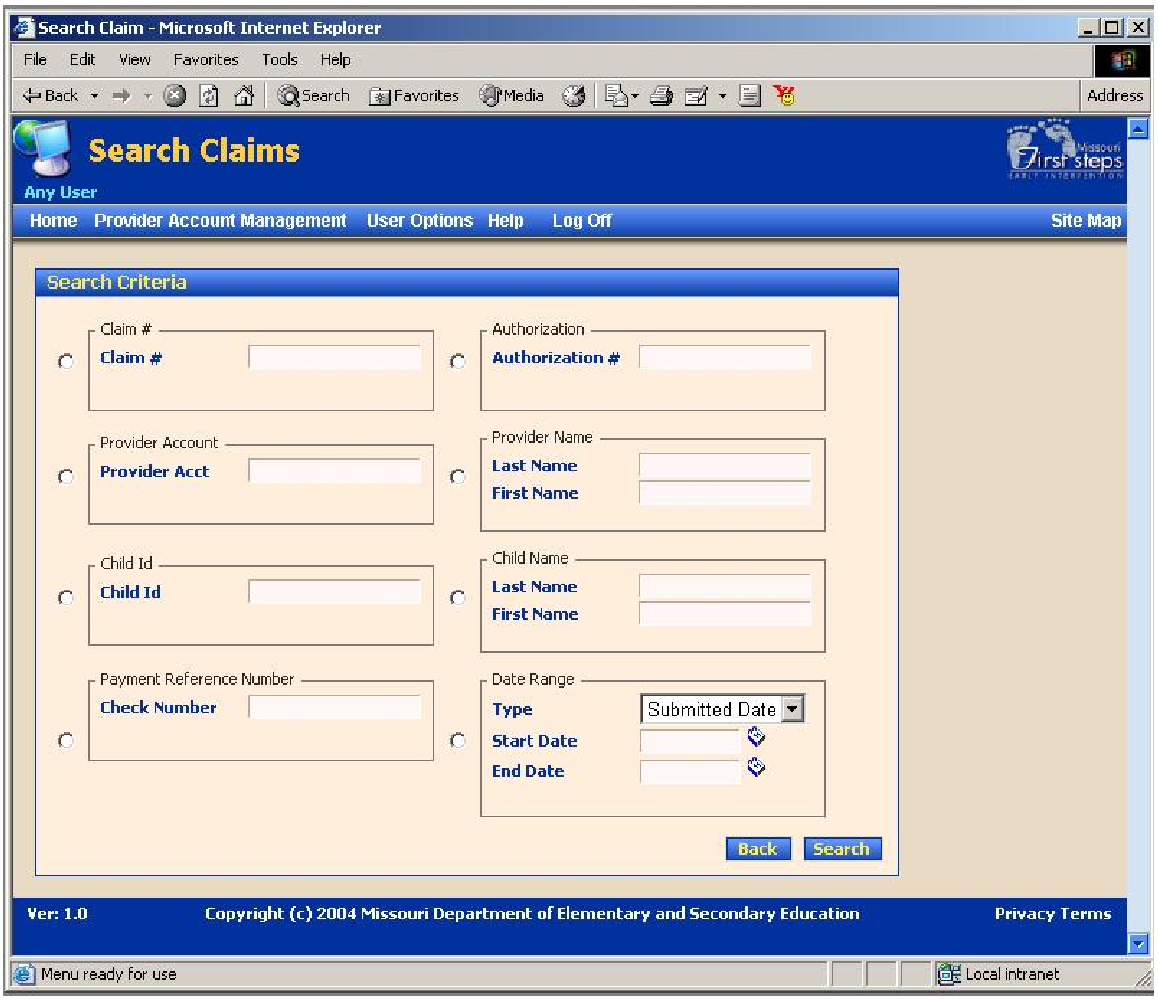
7. View the claim's detail information.

How Do I Print the Details of a Claim

Use this exercise to display a printer-friendly page that contains detailed claim information which can be printed on your printer.

Complete the following steps to finish this exercise:

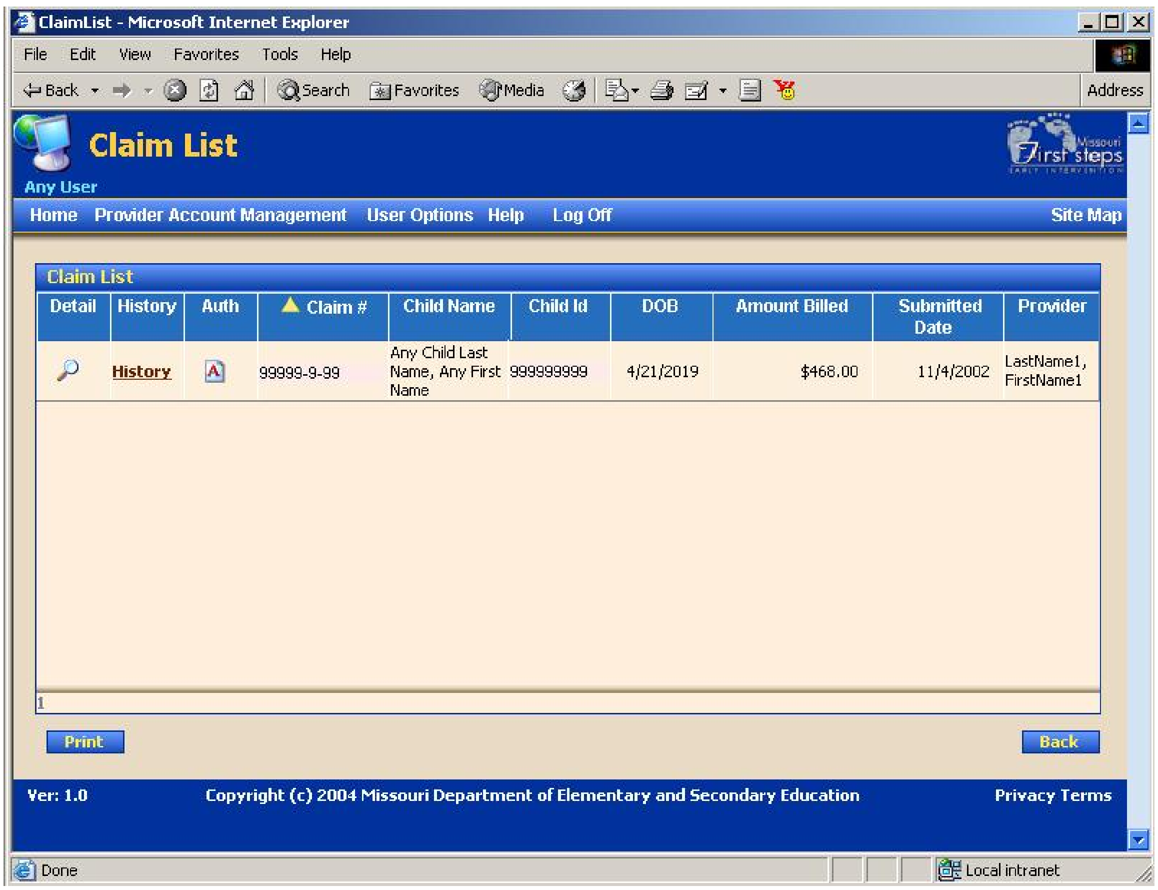
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



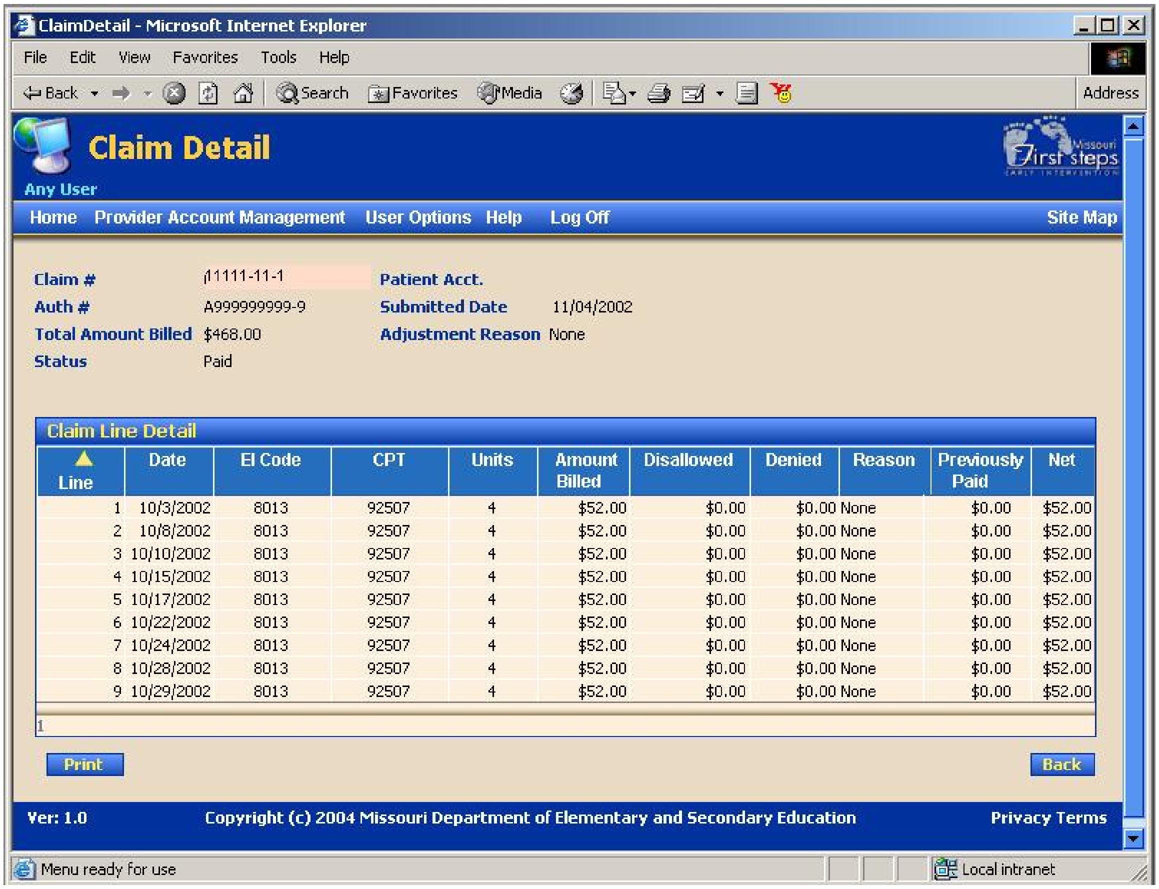
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Claim #
   - Authorization #
   - Provider Acct

- Last Name (Provider)
- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays.



6. Click the **Detail** icon next to a specific claim in the **Claim List** table. The Claim Detail page displays.



7. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

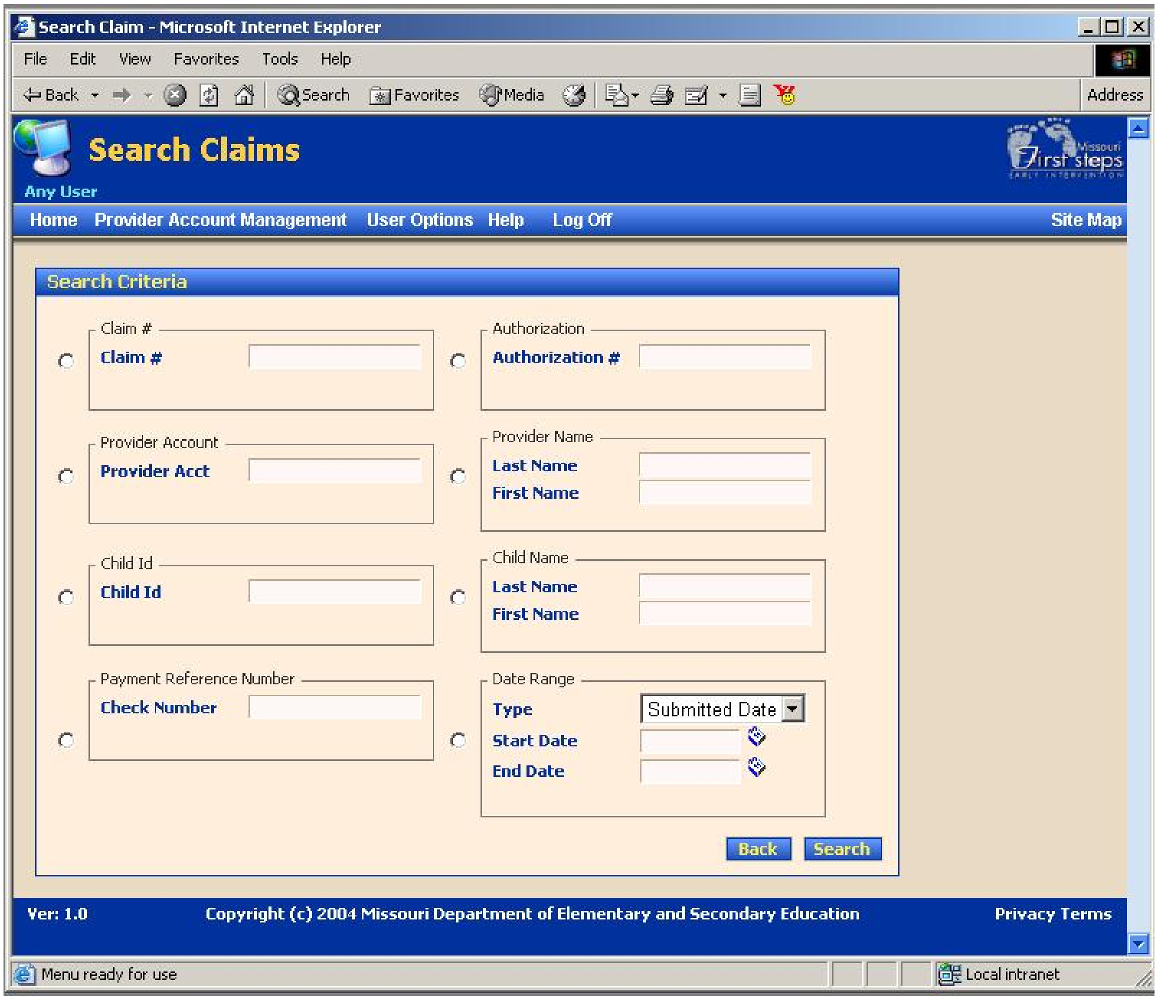
Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View the Details of an Authorization from the Claim List

Use this exercise to display detailed information about an authorization from the Claim List page.

Complete the following steps to finish this exercise:

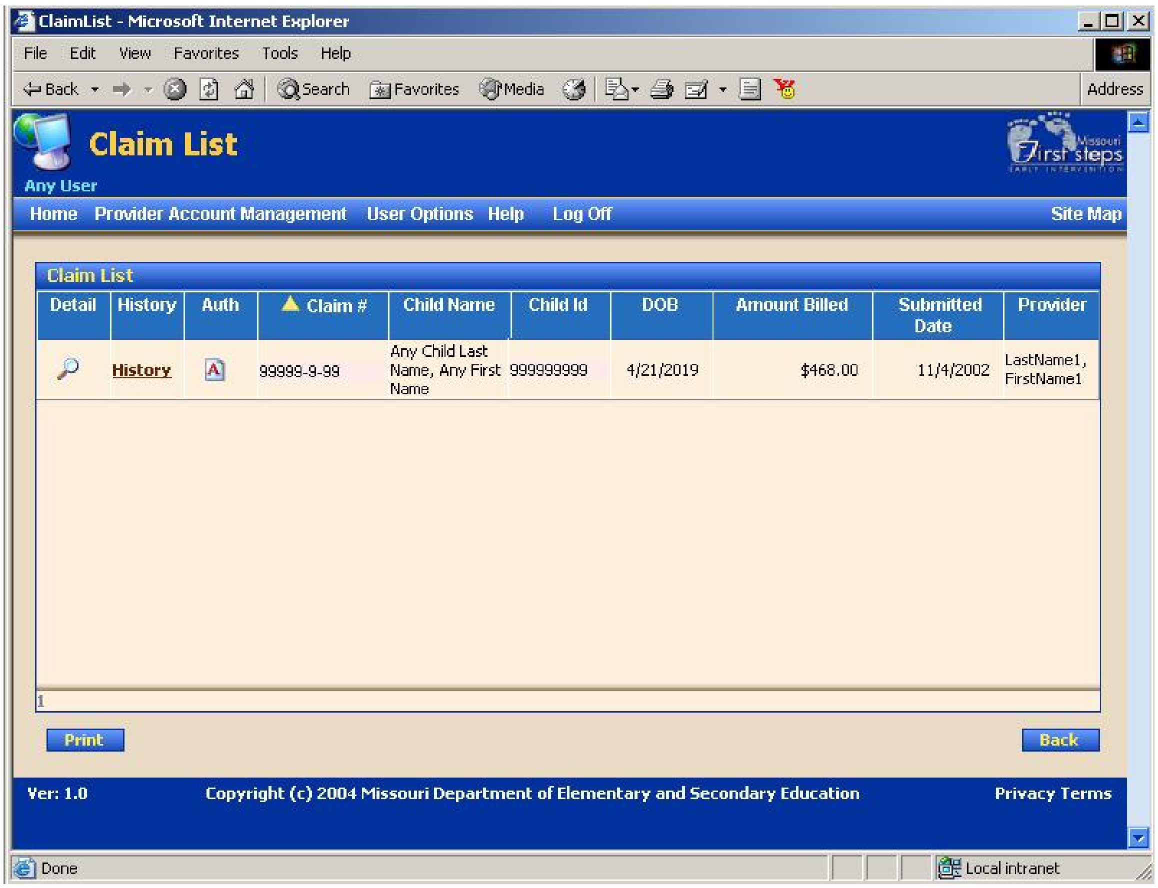
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



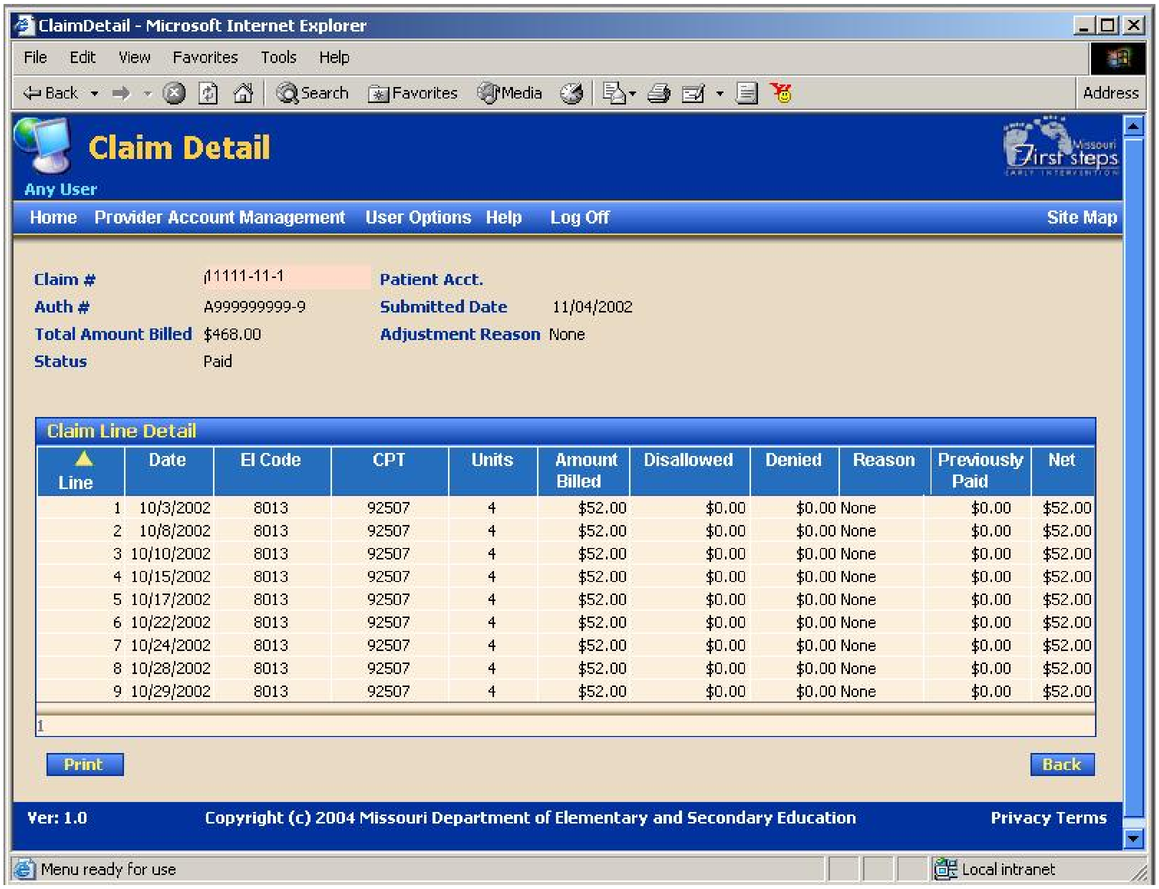
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Claim #
   - Authorization #
   - Provider Acct

- Last Name (Provider)
- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays.



6. Click the **Auth** icon next to a specific claim in the **Claim List** table. The Authorization Detail page displays.



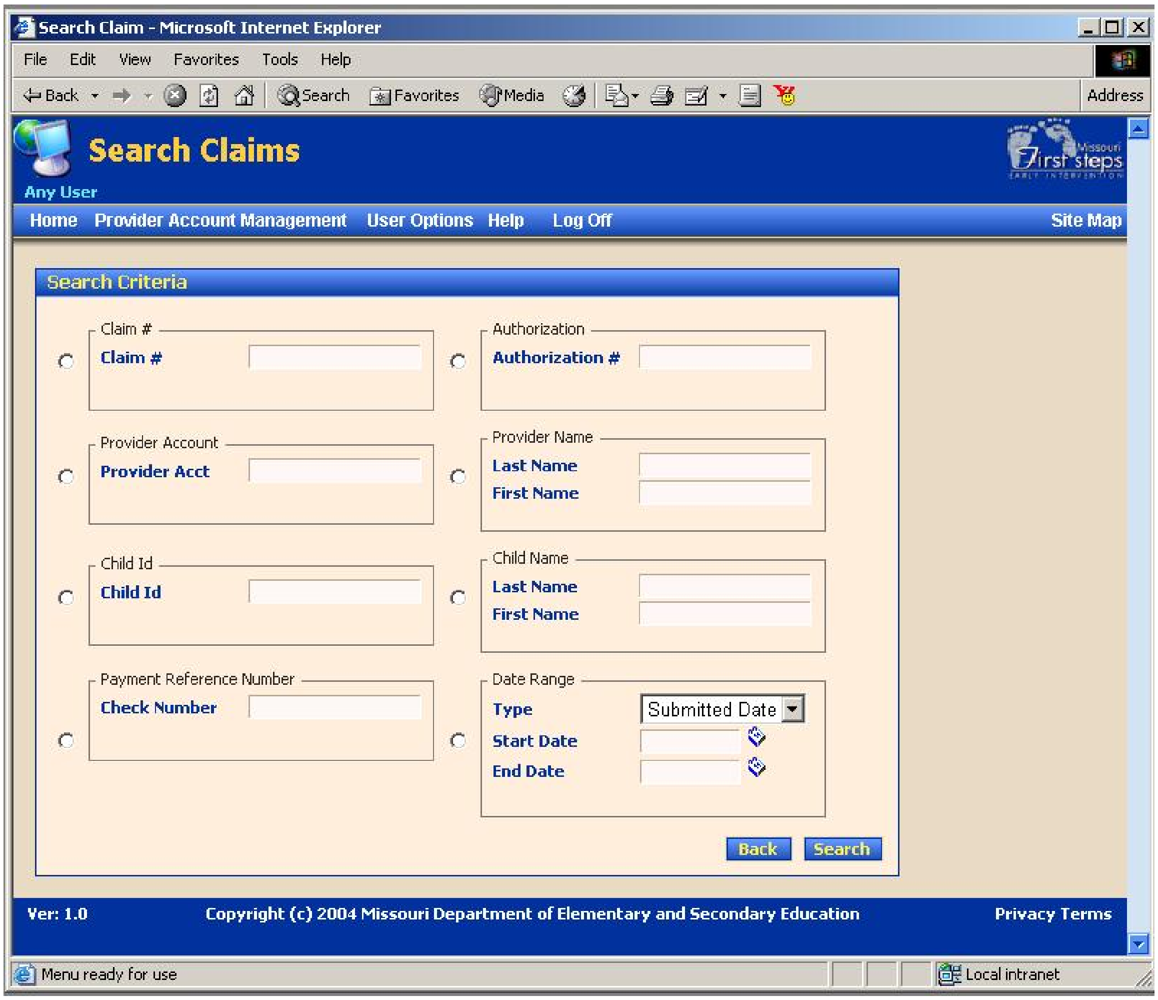
7. View the authorization's detail information.

How Do I View the History of a Claim

Use this exercise to display a complete history of a claim.

Complete the following steps to finish this exercise:

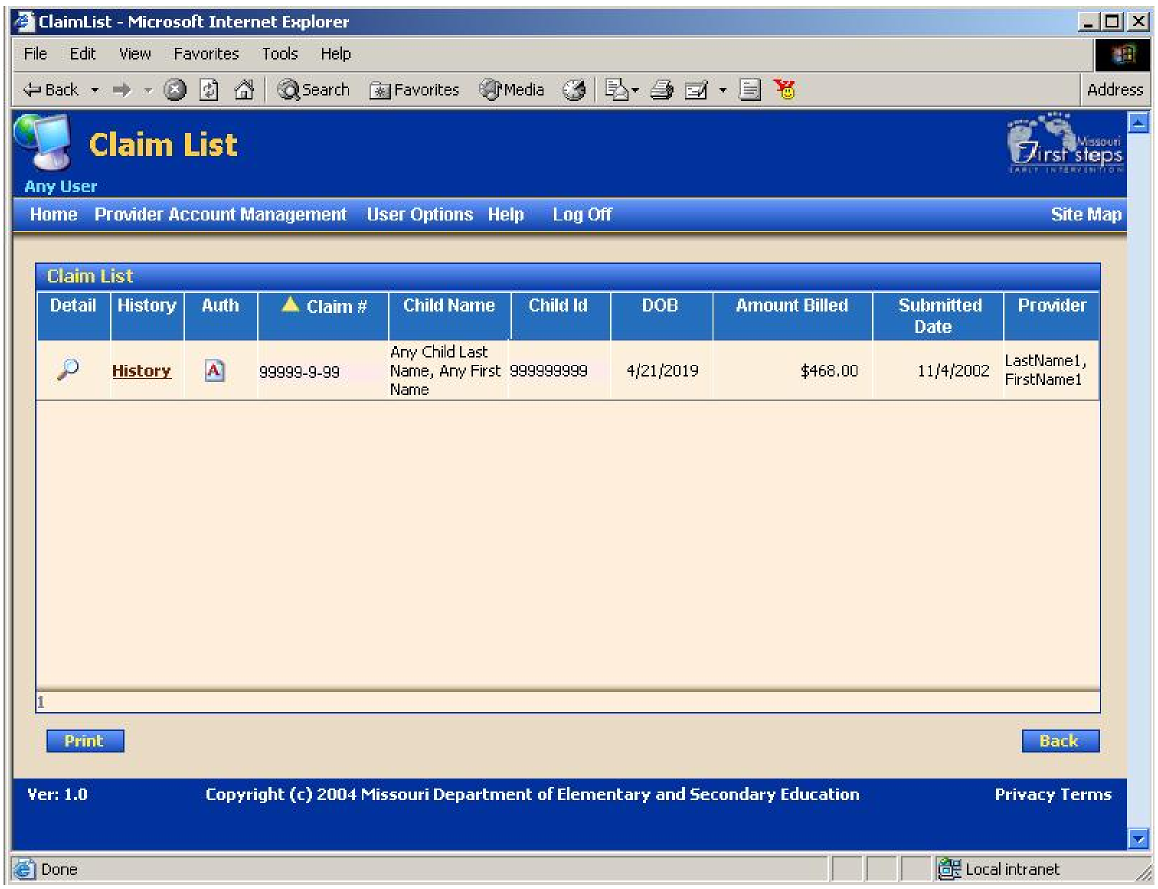
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



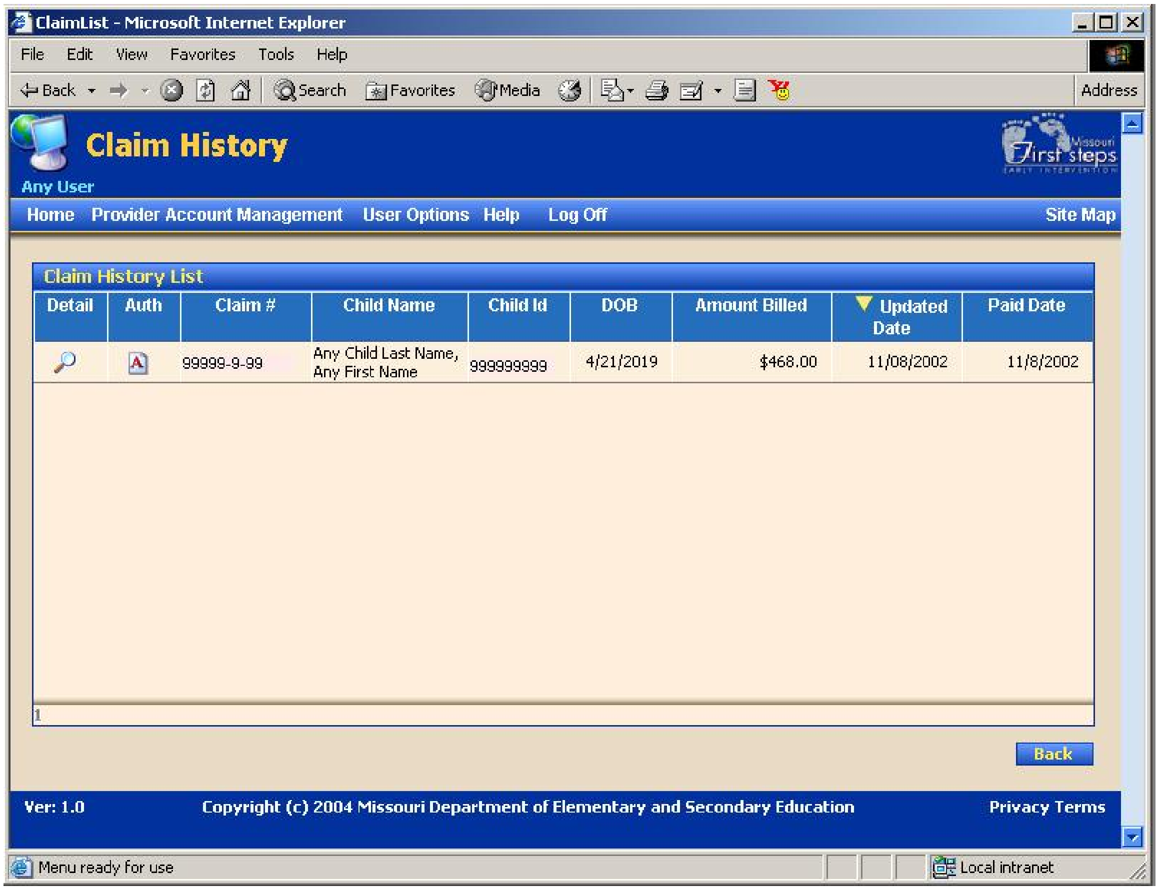
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Claim #
   - Authorization #
   - Provider Acct
   - Last Name (Provider)

- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays.



6. Click the **History** icon next to a specific claim in the **Claim List** table. The Claim History List page displays.



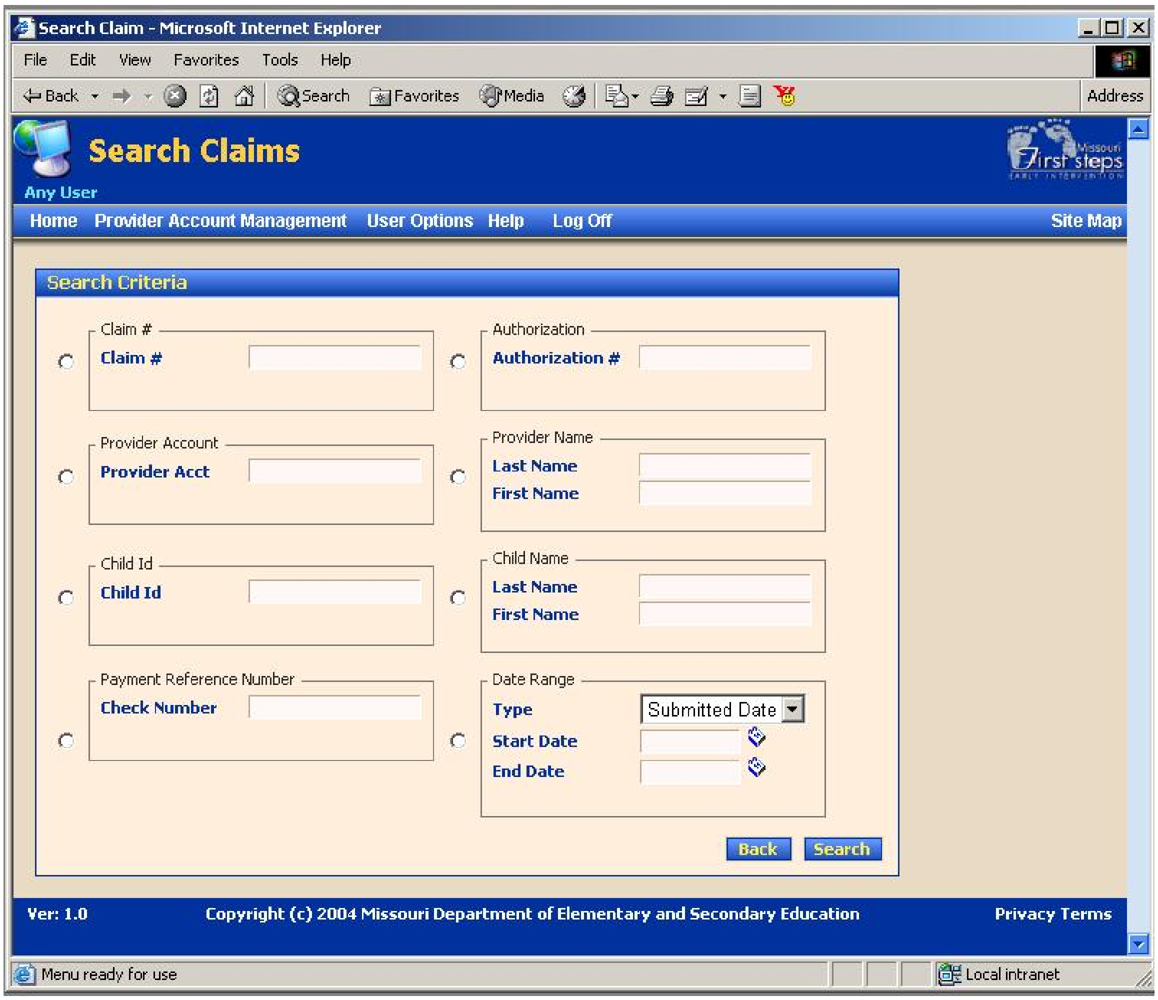
7. View the claim's historical information.

How Do I View the Details of a Claim from the Claim History List

Use this exercise to display detailed information about a claim from the Claim History List page.

Complete the following steps to finish this exercise:

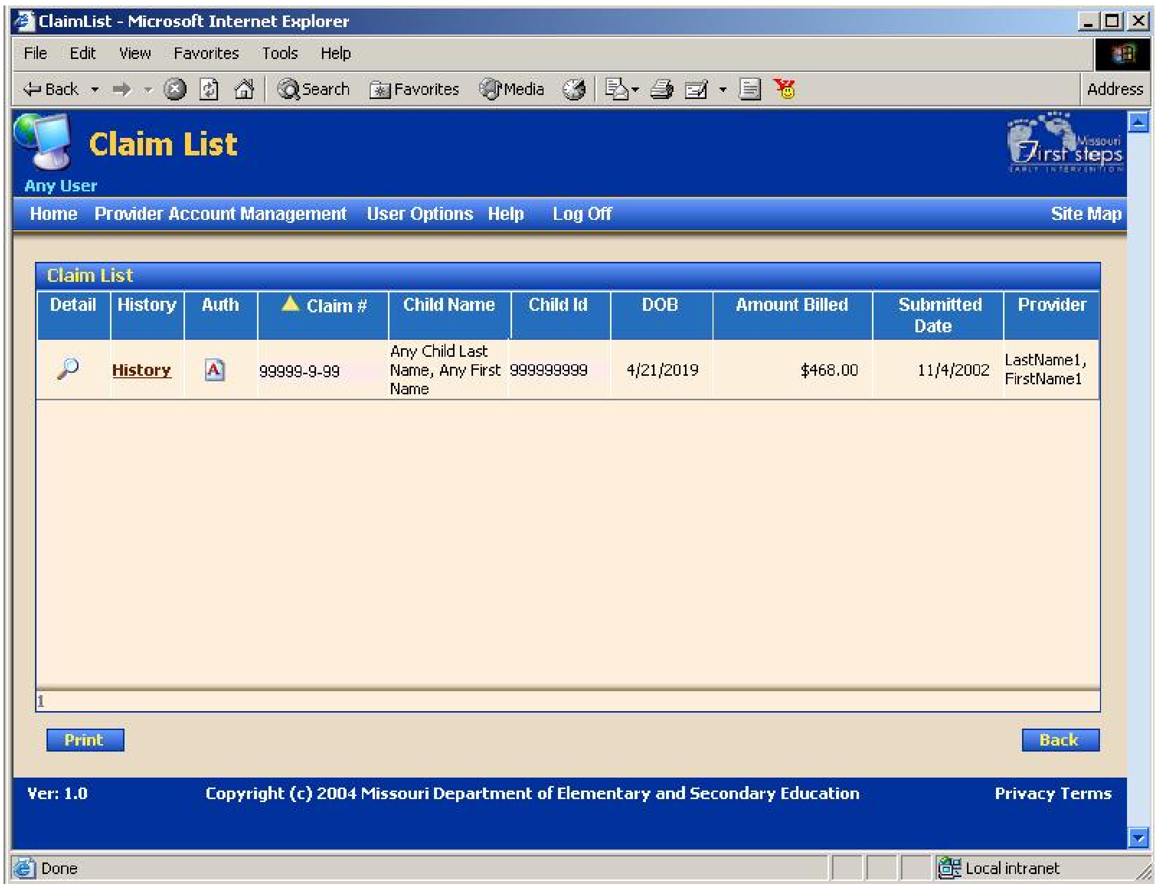
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



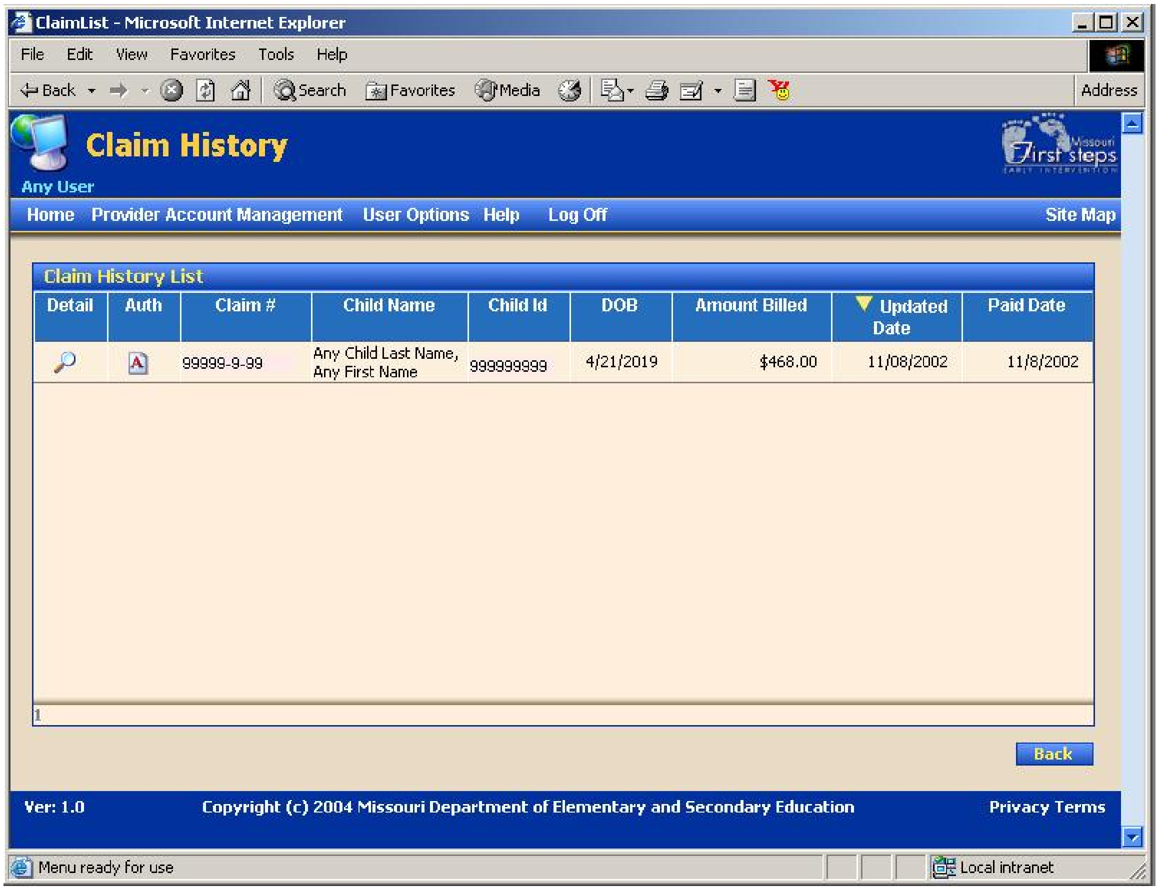
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Claim #
   - Authorization #
   - Provider Acct

- Last Name (Provider)
- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

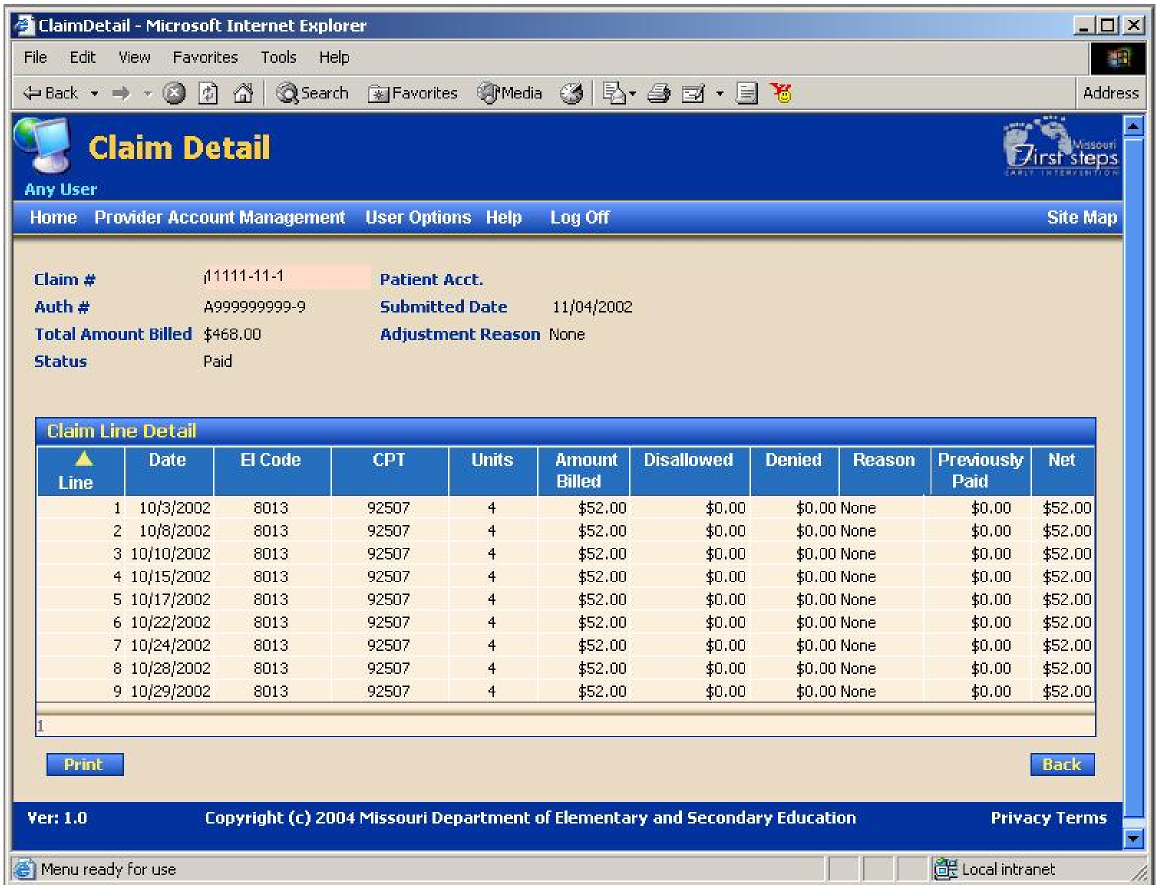
5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays.



6. Click the **History** icon next to a specific claim in the **Claim List** table. The Claim History List page displays.



7. Click the **Detail** icon next to a specific claim in the **Claim History List** table. The Claim Detail page displays.



ClaimDetail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Claim Detail

Any User

Home Provider Account Management User Options Help Log Off Site Map

Claim #	11111-11-1	**Patient Acct.**	
Auth #	A999999999-9	**Submitted Date**	11/04/2002
Total Amount Billed	$468.00	**Adjustment Reason**	None
Status	Paid		

Claim Line Detail

Line	Date	EI Code	CPT	Units	Amount Billed	Disallowed	Denied	Reason	Previously Paid	Net
1	10/3/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
2	10/8/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
3	10/10/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
4	10/15/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
5	10/17/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
6	10/22/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
7	10/24/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
8	10/28/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00
9	10/29/2002	8013	92507	4	$52.00	$0.00	$0.00	None	$0.00	$52.00

1

Print Back

Ver: 1.0 Copyright (c) 2004 Missouri Department of Elementary and Secondary Education Privacy Terms

Menu ready for use Local intranet

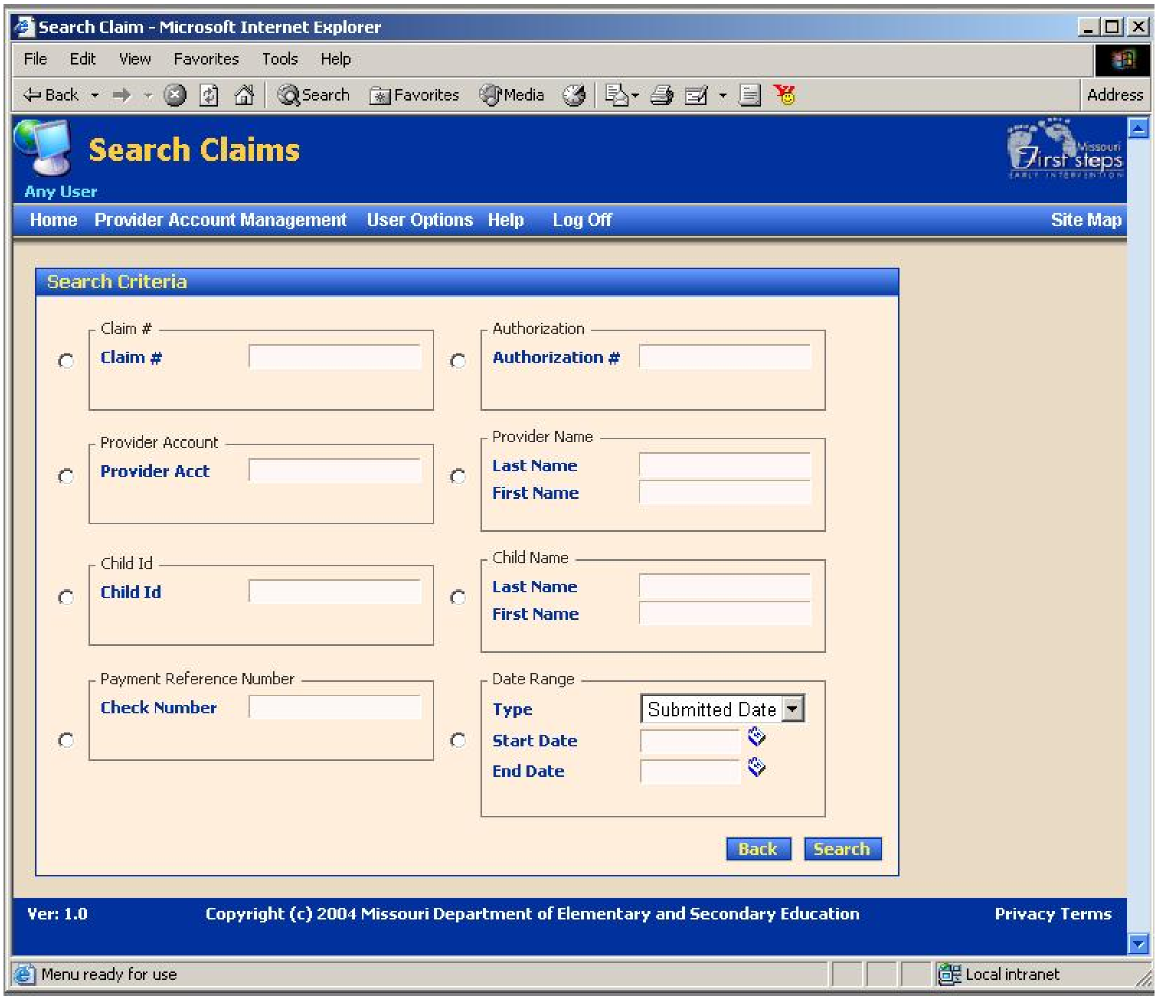
8. View the claim's detail information.

How Do I View the Details of an Authorization from the Claim History List

Use this exercise to display detailed information about an authorization from the Claim History List page.

Complete the following steps to finish this exercise:

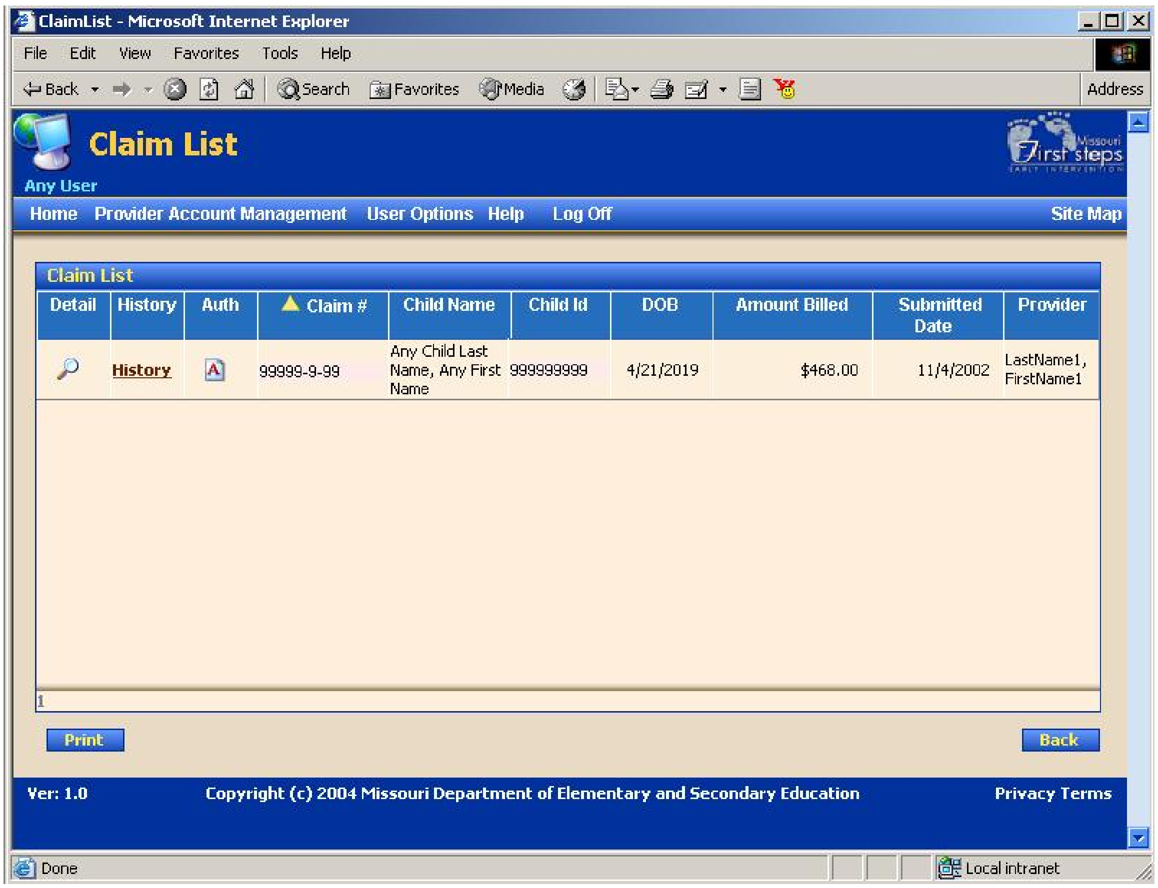
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Claims** sub-menu option. The Search Claims page displays.



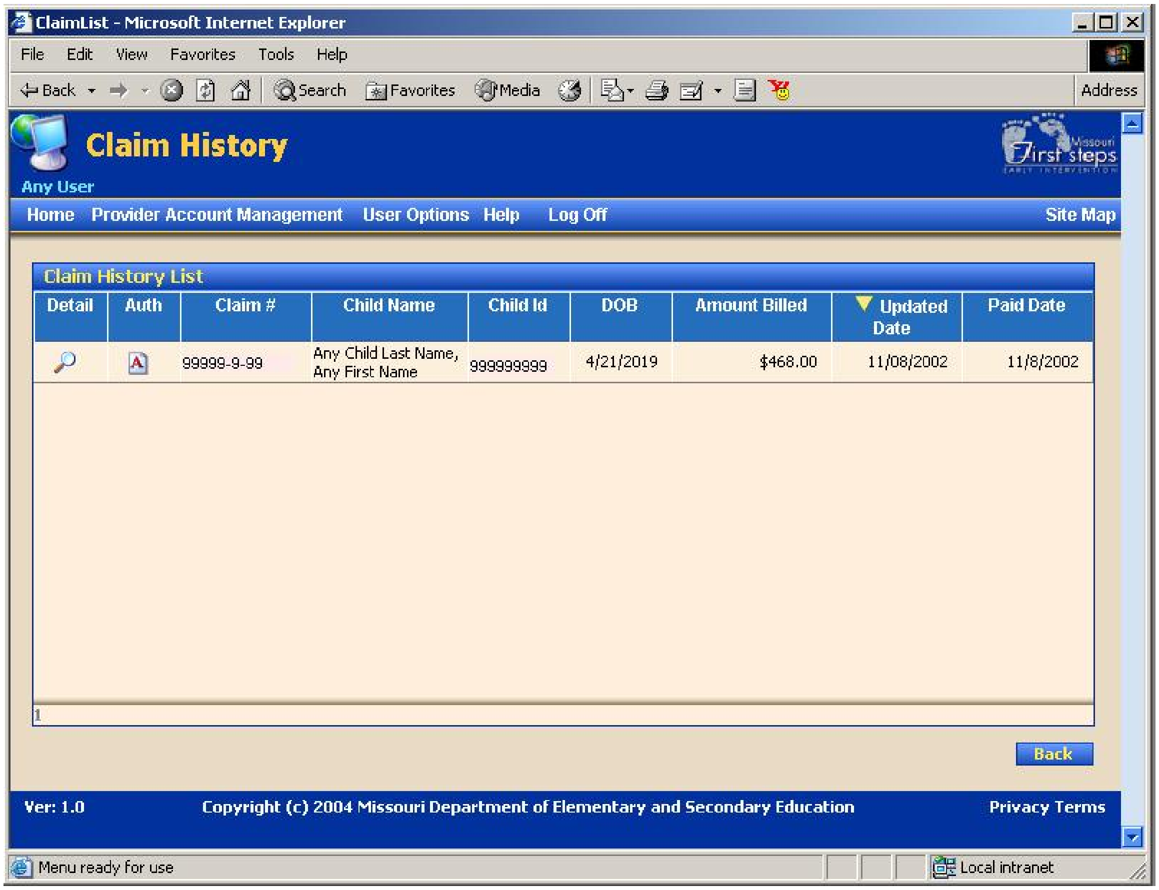
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Claim #
   - Authorization #
   - Provider Acct

- Last Name (Provider)
- First Name (Provider)
- Child Id
- Last Name (Child)
- First Name (Child)
- Check Number
- Type
- Start Date
- End Date

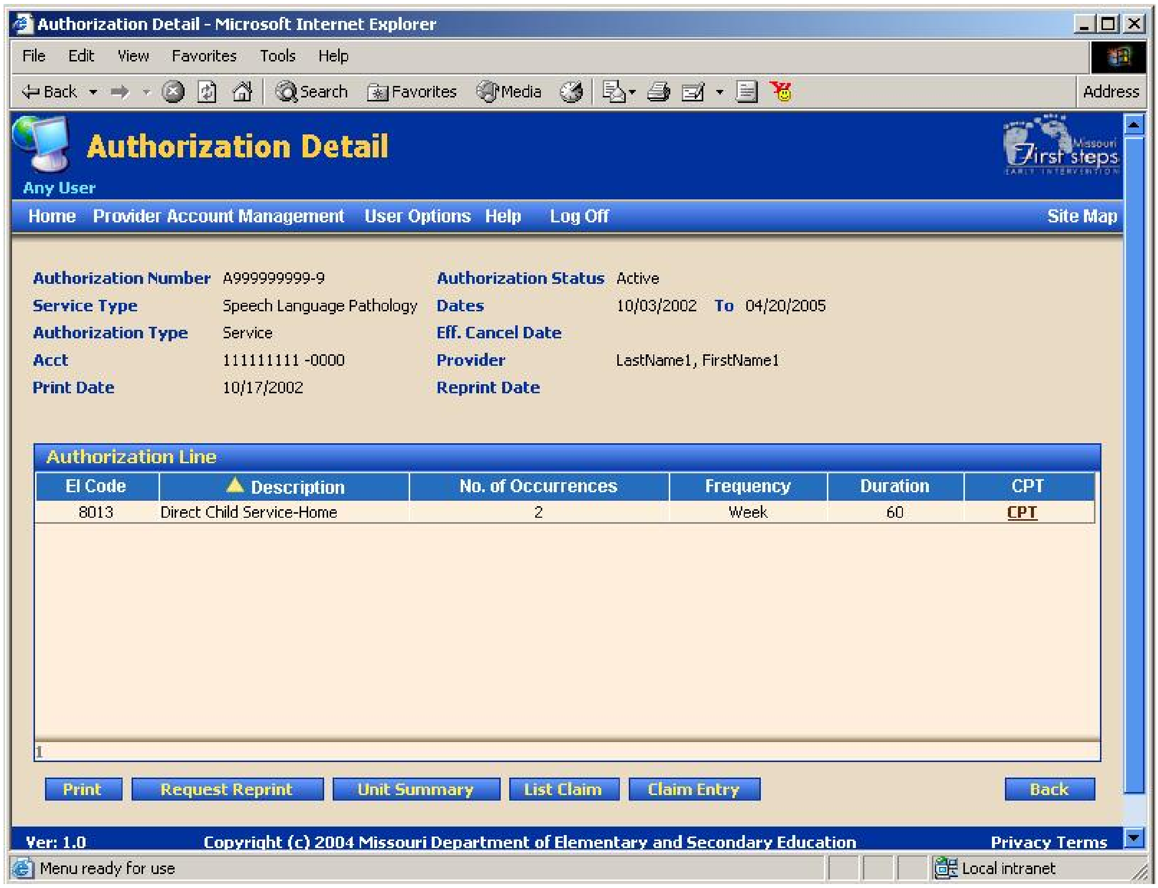
5. Click **Search** to perform a search based on the filter criteria entered. The Claim List page displays.



6. Click the **History** icon next to a specific claim in the **Claim List** table. The Claim History List page displays.



7. Click the **Auth** icon next to a specific claim in the **Claim History List** table. The Authorization Detail page displays.



8. View the authorization's detail information.

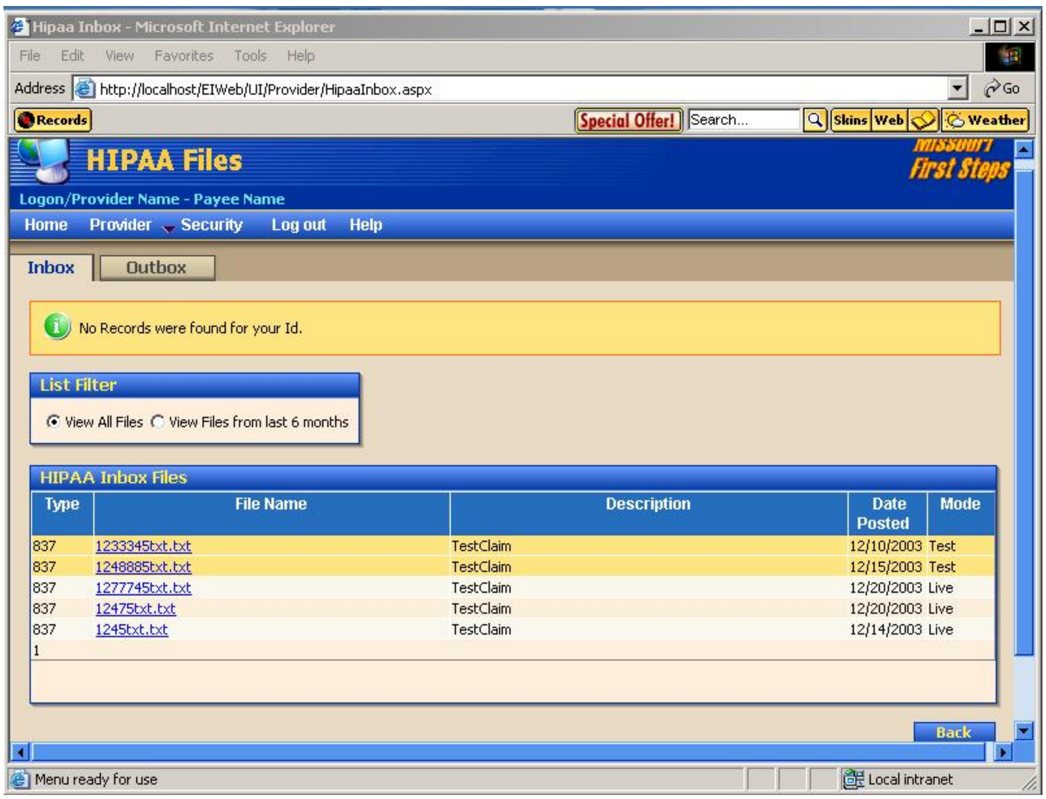
HIPAA Files

How Do I View and Download HIPAA Inbox Files

Use this exercise to view and download outbound HIPAA files, such as: an 835-Remittance Advice, a 277-Claim Status Response, and/or 278-Authorization Files.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **E-Files** sub-menu option. The HIPAA Files - Inbox page displays.



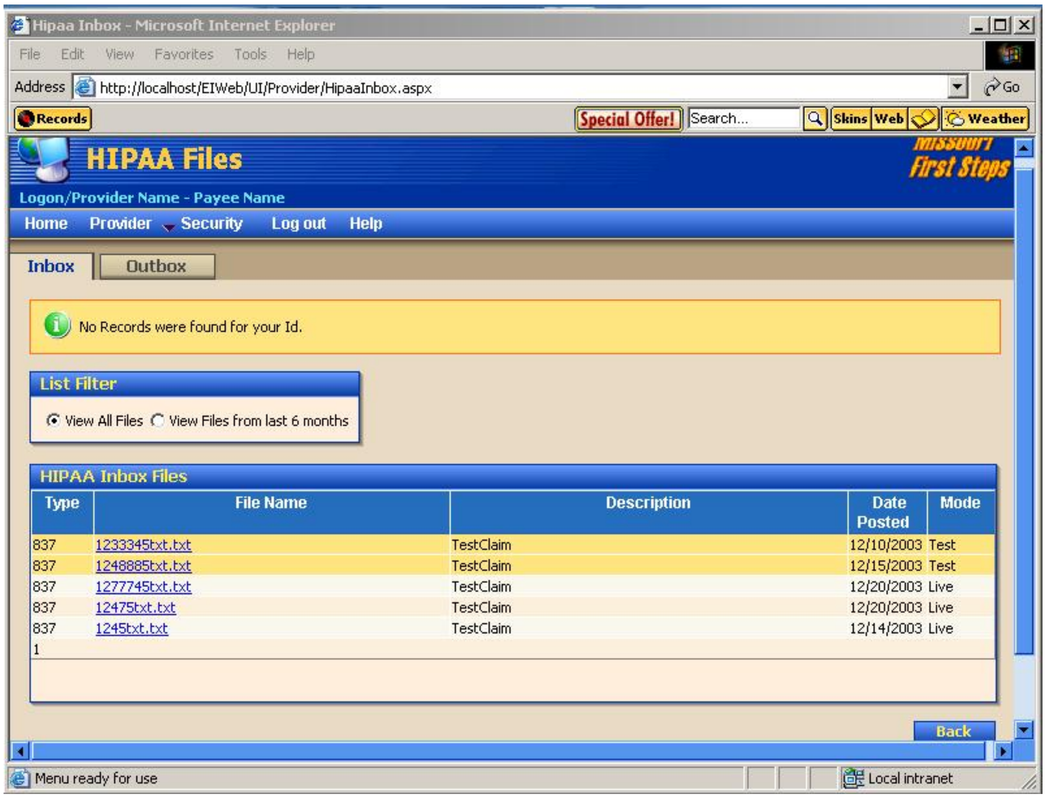
3. View the list of HIPAA Inbox Files in the table.
4. To download a specific file, click the **File Name** link to download a HIPAA Inbox File to your local machine.

How Do I View, Download, and Upload HIPAA Outbox Files

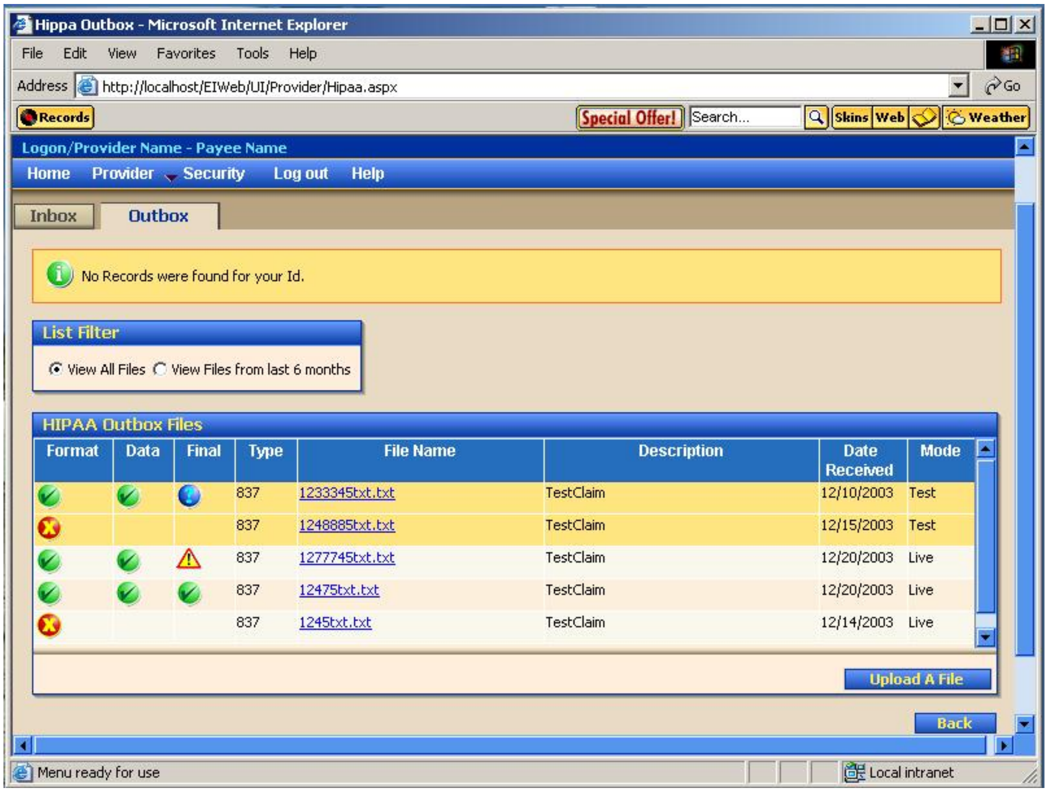
Use this exercise to view, download, and upload inbound HIPAA files, such as: 837-E-Claims and/or 276-Claim Status Requests.

Complete the following steps to finish this exercise:

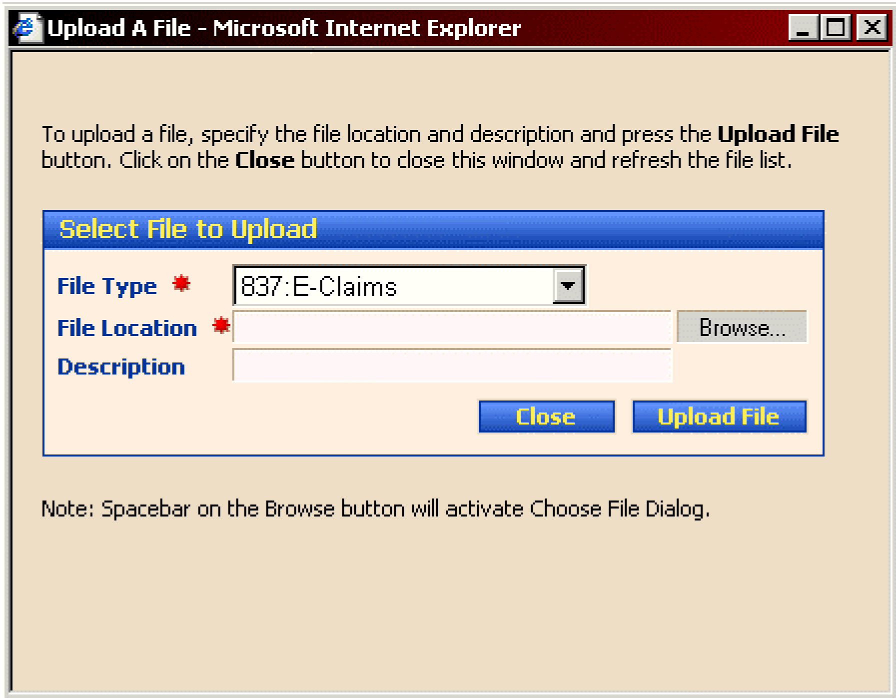
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **E-Files** sub-menu option. The HIPAA Files - Inbox page displays.



3. Click the **Outbox** tab. The HIPAA Files - Outbox page displays.

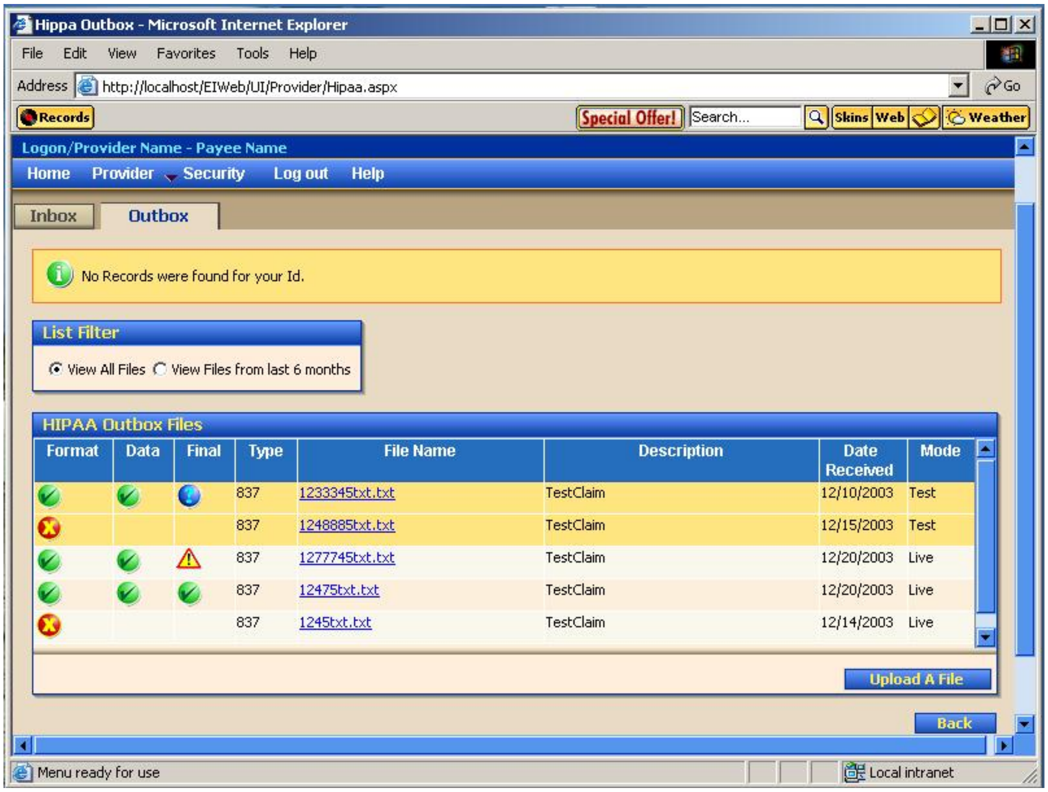


4. View the list of HIPAA Outbox Files in the table.
5. To download a specific file, click the **File Name** link to download a HIPAA Outbox File to your local machine.
6. To upload a file, click **Upload A File**. The Upload A File page displays.



7. Select the **File Type**.
8. Enter or select the **File Location**. You can click **Browse** to search for the location of the file as necessary.
9. Enter the file **Description**.
10. Click **Upload File**. A message displays indicating that the file was uploaded successfully.

11. Upload additional files as necessary, or click **Close** to return to the HIPAA Files - Outbox page.


Hippa Outbox - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://localhost/EIWeb/UI/Provider/Hipaa.aspx
Go
Records
Special Offer!
Search...
Skins Web
Weather
Logon/Provider Name - Payee Name
Home Provider Security Log out Help
Inbox
Outbox
No Records were found for your Id.
List Filter
View All Files View Files from last 6 months
HIPAA Outbox Files
Format Data Final Type File Name Description Date Received Mode
837 1233345txt.txt TestClaim 12/10/2003 Test
837 1248885txt.txt TestClaim 12/15/2003 Test
837 1277745txt.txt TestClaim 12/20/2003 Live
837 12475txt.txt TestClaim 12/20/2003 Live
837 1245txt.txt TestClaim 12/14/2003 Live
Upload A File
Back
Menu ready for use
Local intranet

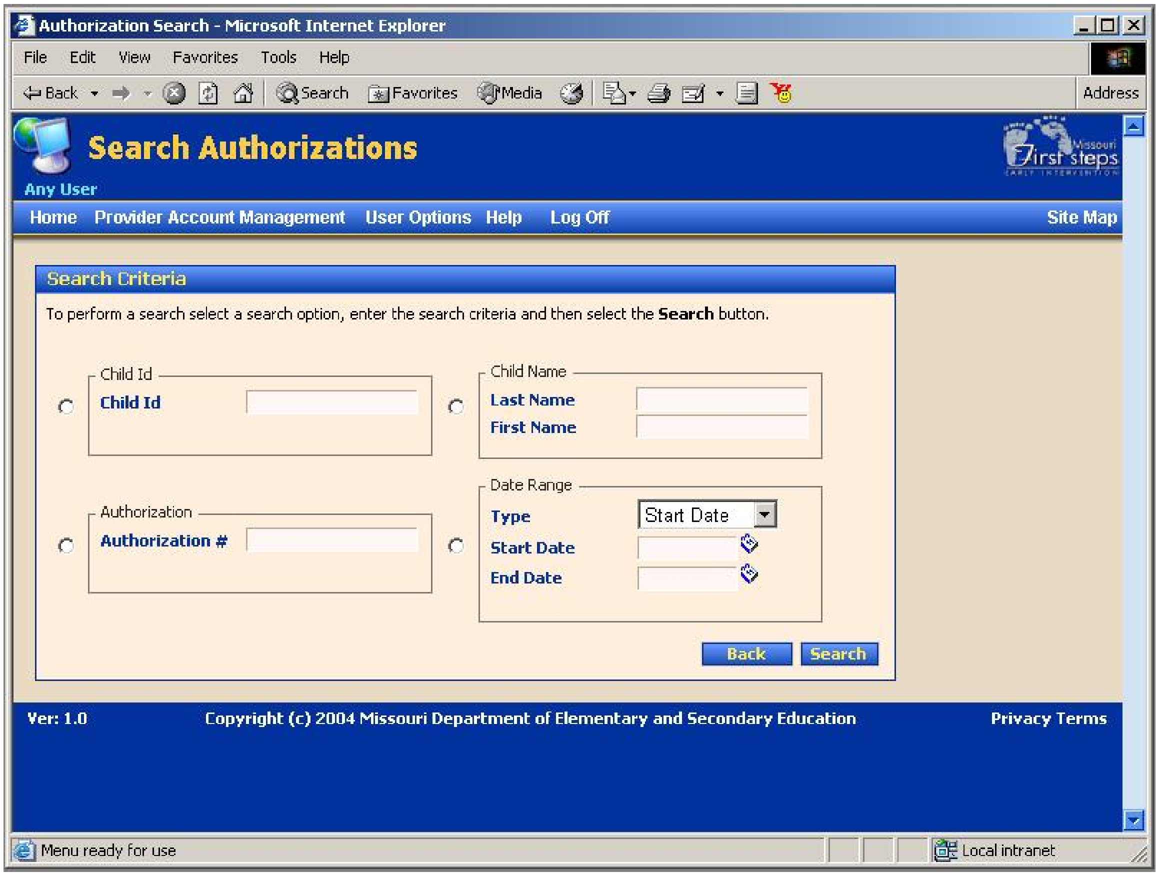
Authorizations

How Do I Search for an Authorization

Use this exercise to search for an authorization that currently exists within the database.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The Search Authorizations page displays.



4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Child Id
   - Authorization #
   - Last Name

- First Name
- Type
- Start Date
- End Date

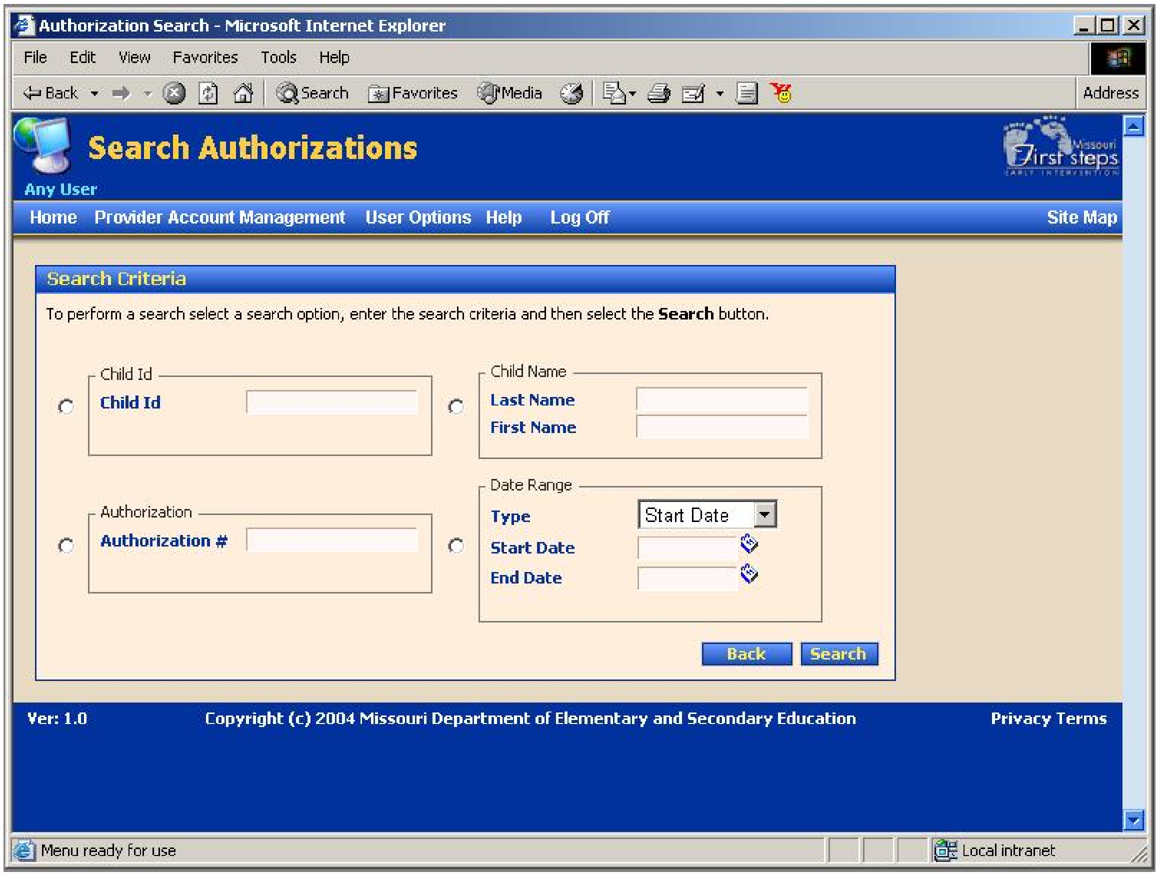
5. Click **Search** to perform a search based on the filter criteria entered.

How Do I Print a List of Authorizations

Use this exercise to display a printer-friendly list of authorizations that can be printed on your printer.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The Search Authorizations page displays.

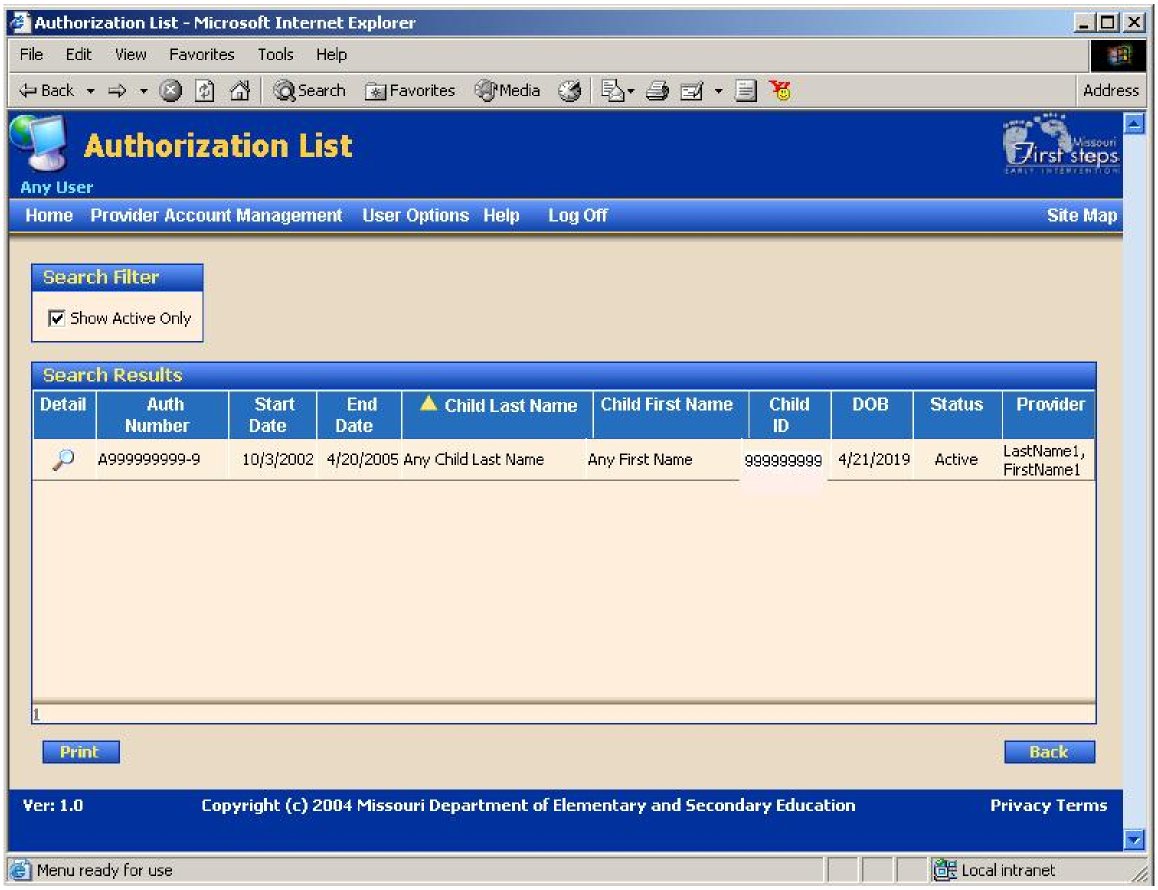


4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:

- Child Id
- Authorization #
- Last Name
- First Name
- Type

- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Authorization List page displays.



6. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

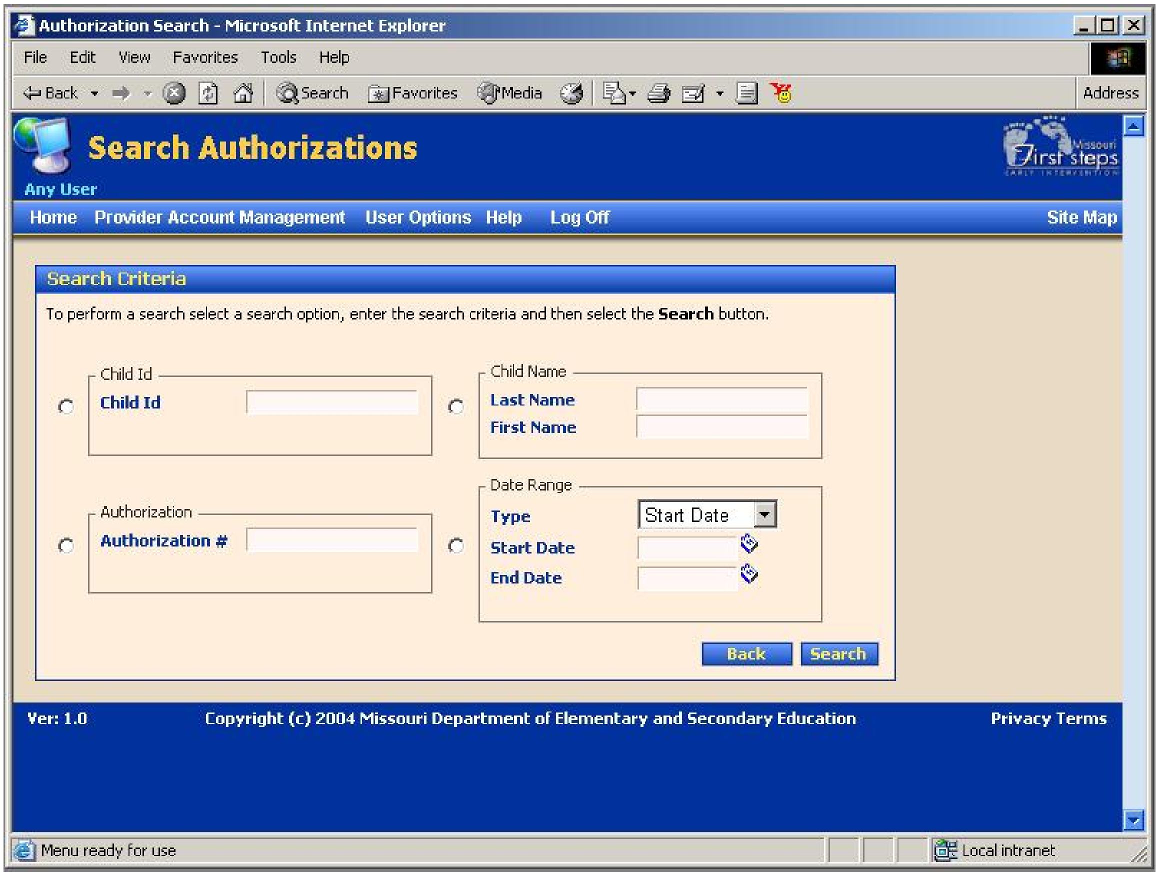
Note: Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View the Details of an Authorization from the Authorization List

Use this exercise to display detailed information about a claim from the Authorization List page.

Complete the following steps to finish this exercise:

1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The Search Authorizations page displays.

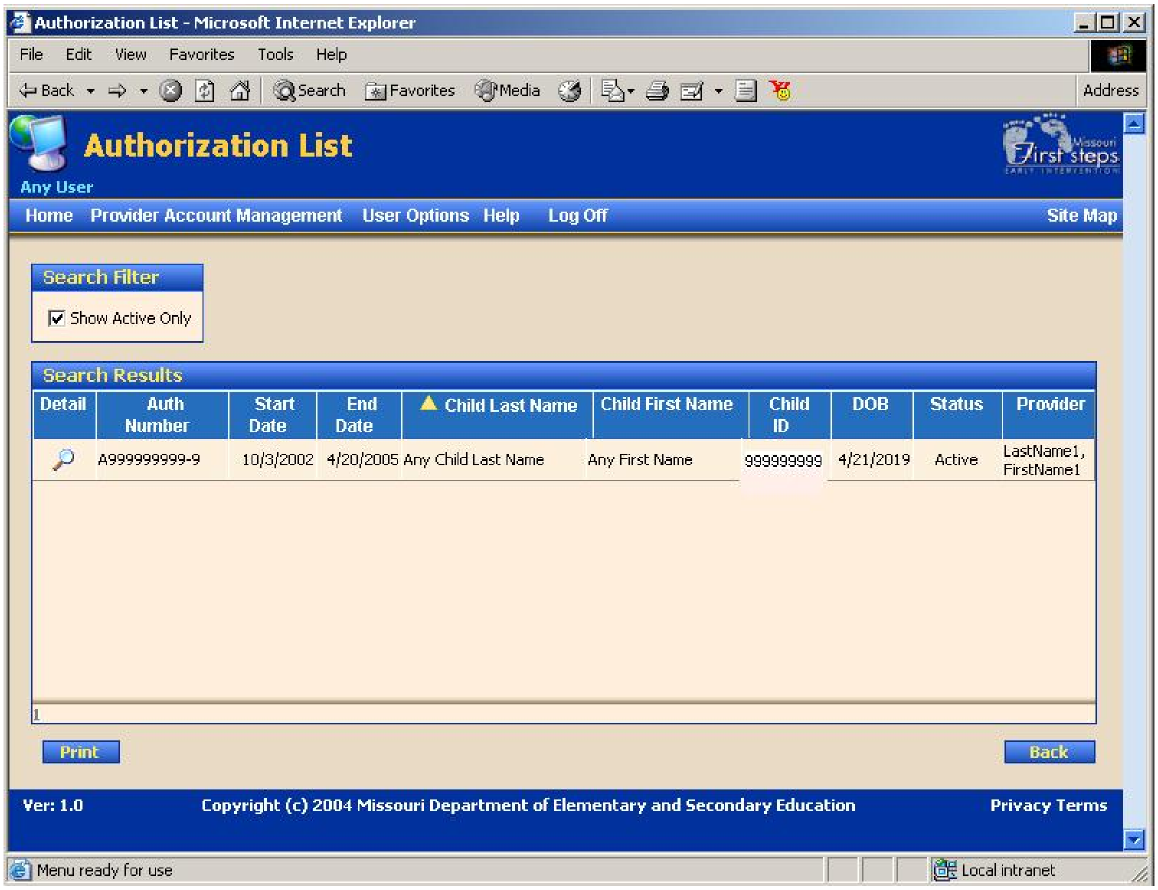


4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:

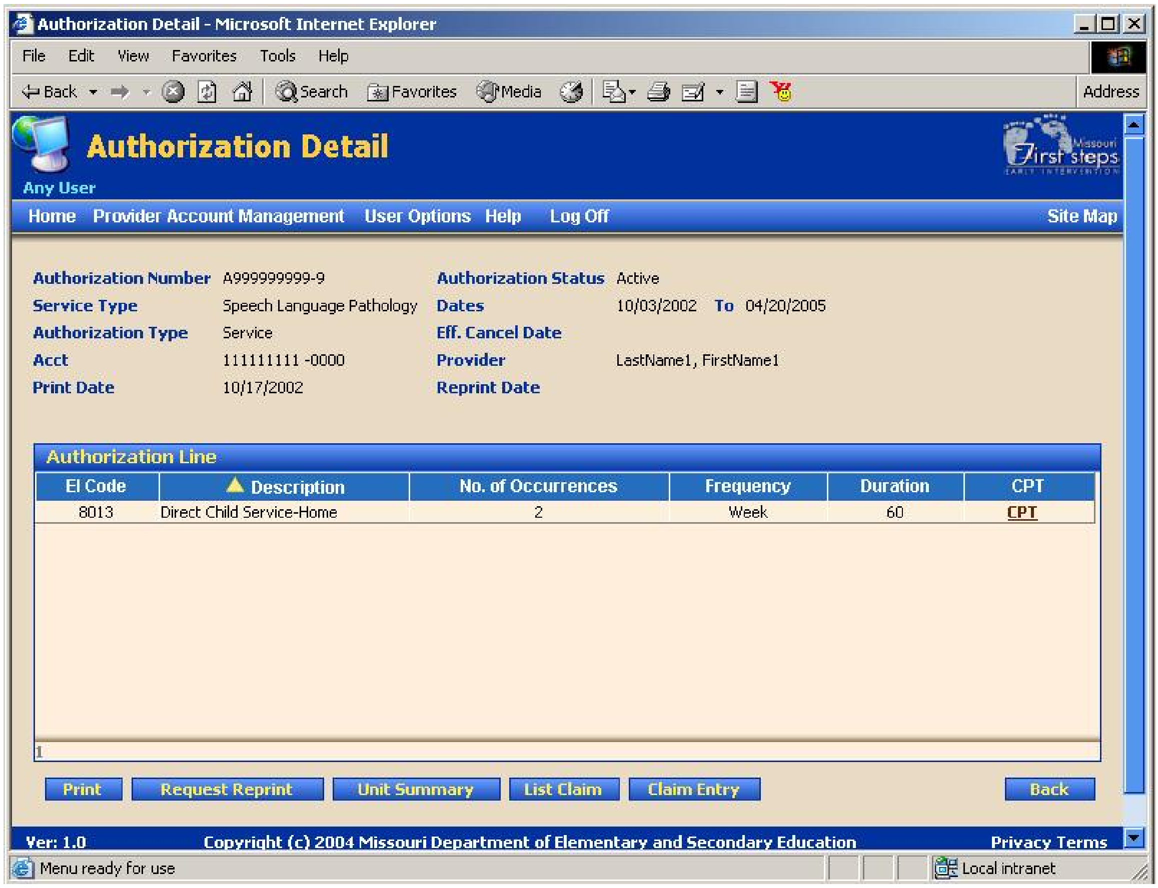
- Child Id
- Authorization #
- Last Name
- First Name

- Type
- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Authorization List page displays.



6. Click the **Detail** icon next to a specific authorization in the **Search Results List** table. The Authorization Detail page displays.



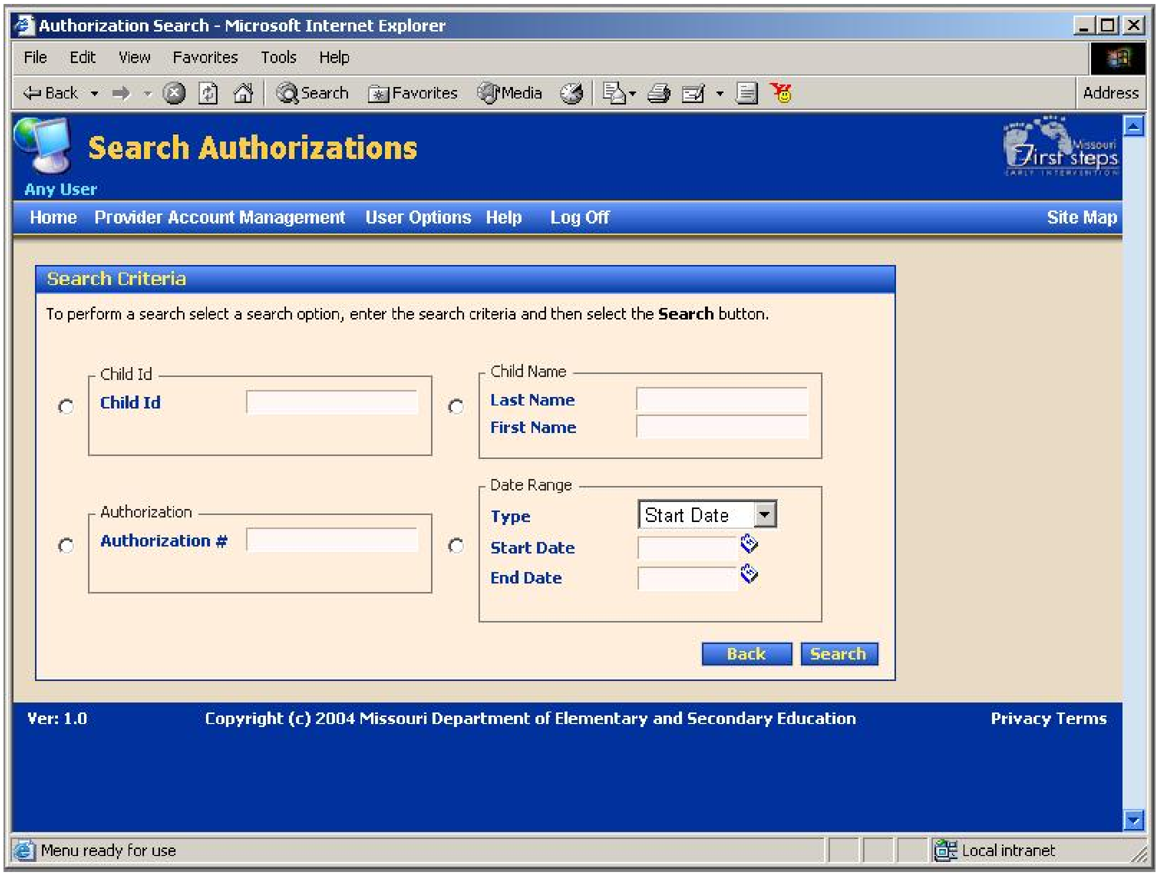
7. View the authorization's detail information.

How Do I Print the Details of an Authorization

Use this exercise to display a printer-friendly page that contains detailed authorization information which can be printed on your printer.

Complete the following steps to finish this exercise:

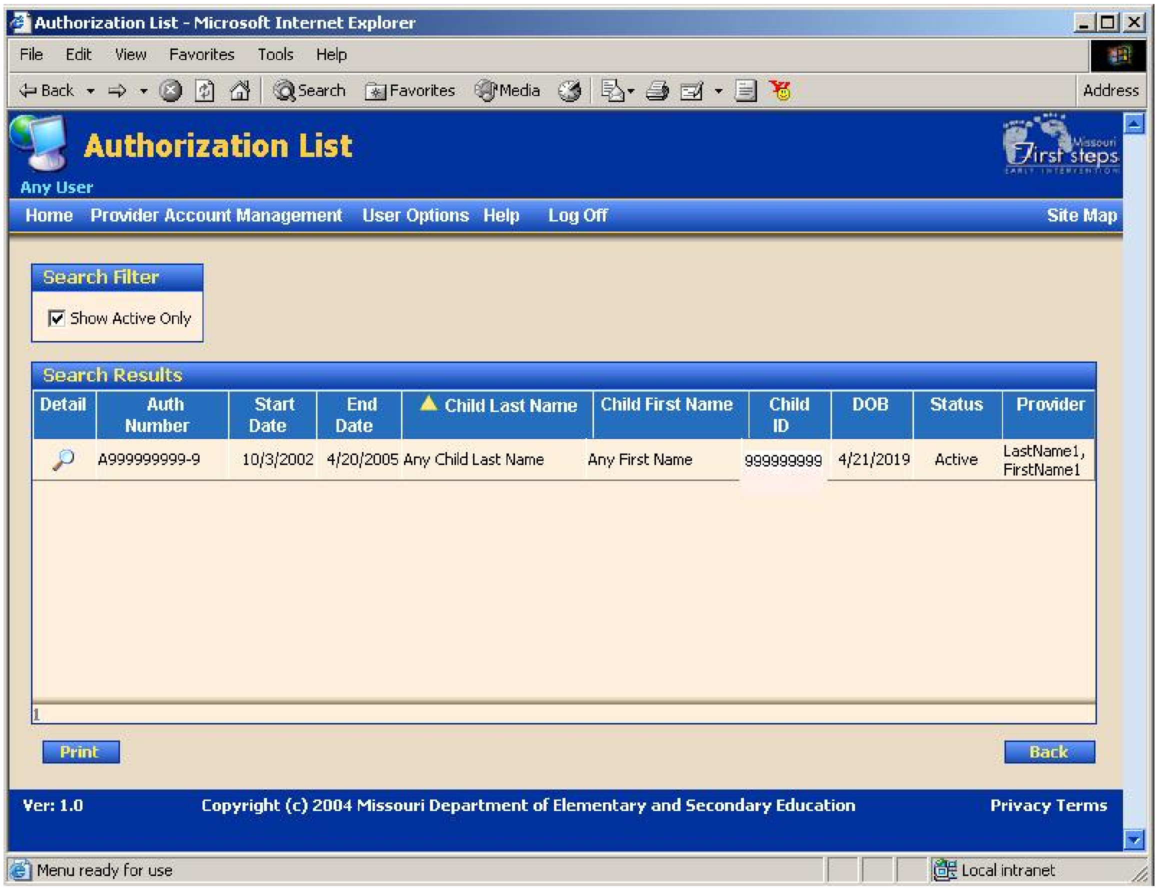
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The Search Authorizations page displays.



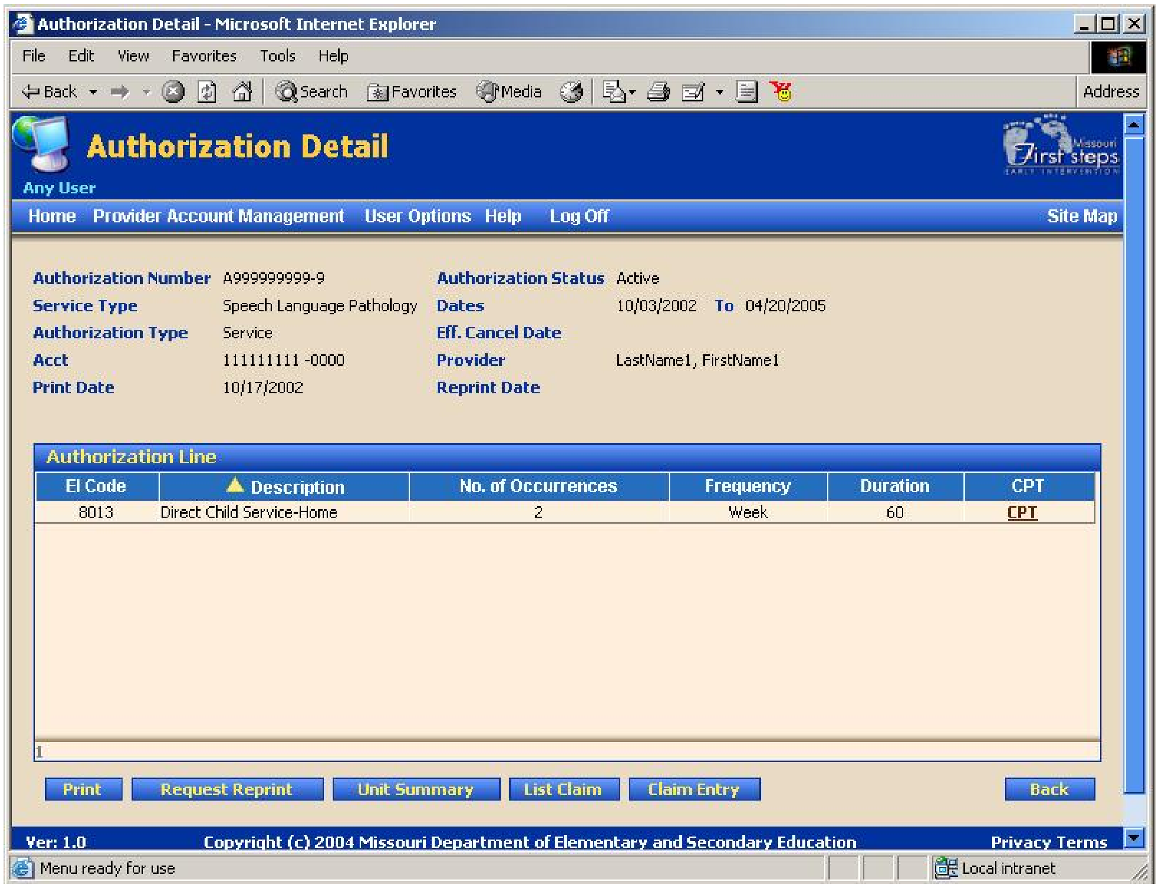
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Child Id
   - Authorization #
   - Last Name
   - First Name
   - Type

- Start Date
- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Authorization List page displays.



6. Click the **Detail** icon next to a specific authorization in the **Search Results List** table. The Authorization Detail page displays.



7. Click **Print**. A page containing a printer-friendly list of claims is displayed. Use your browser's print function to print the page as necessary.

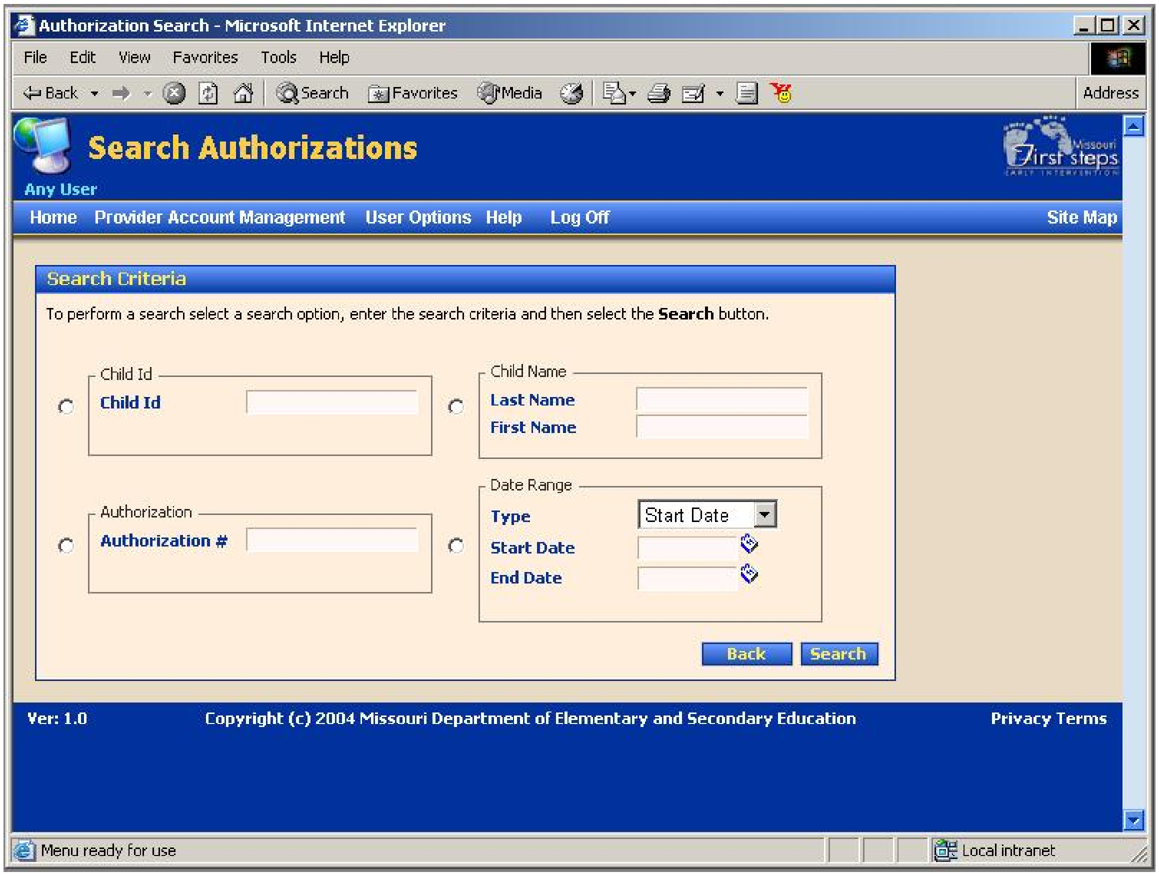
> **Note:** Depending on your browser, the steps required to print a web page may differ. Please refer to your browser's online help system for the printing options that are specific to your browser.

How Do I View CPT Information for an Authorization

Use this exercise to view CPT information for a specific authorization.

Complete the following steps to finish this exercise:

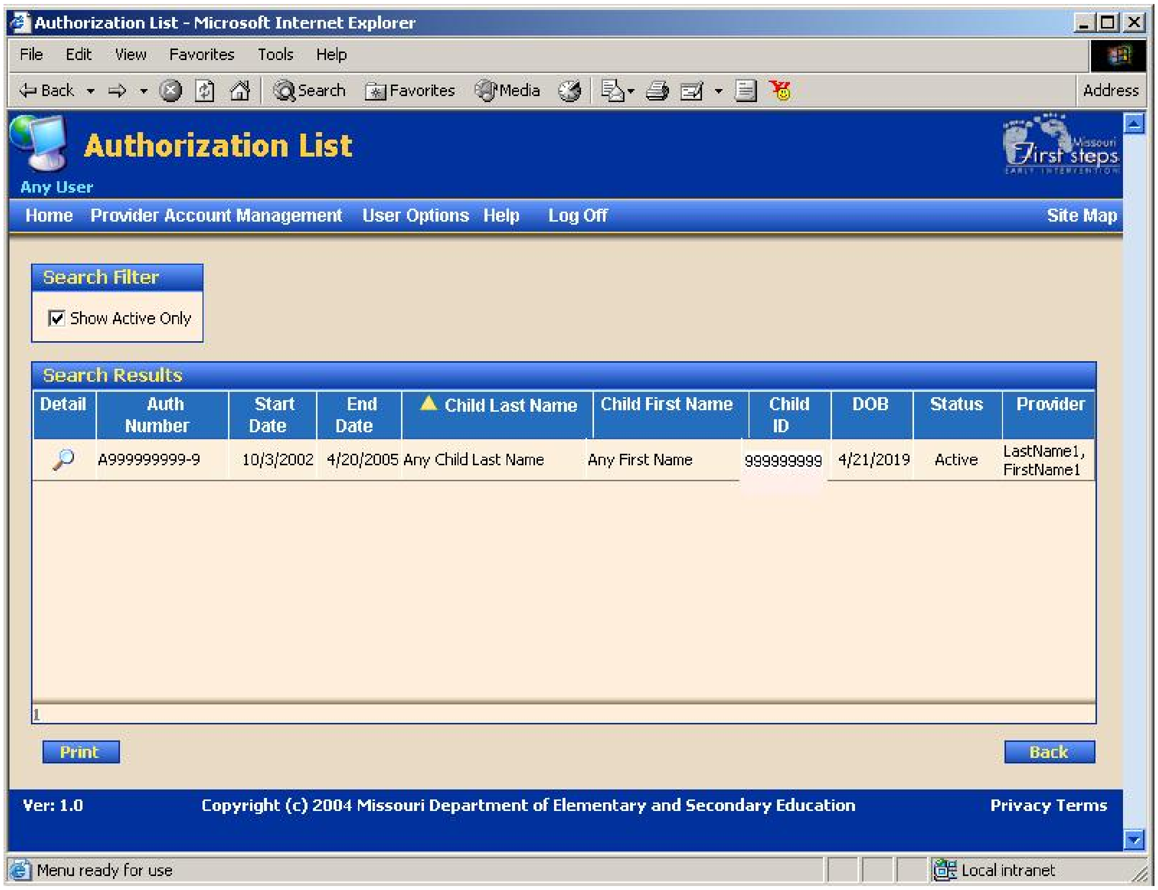
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The Search Authorizations page displays.



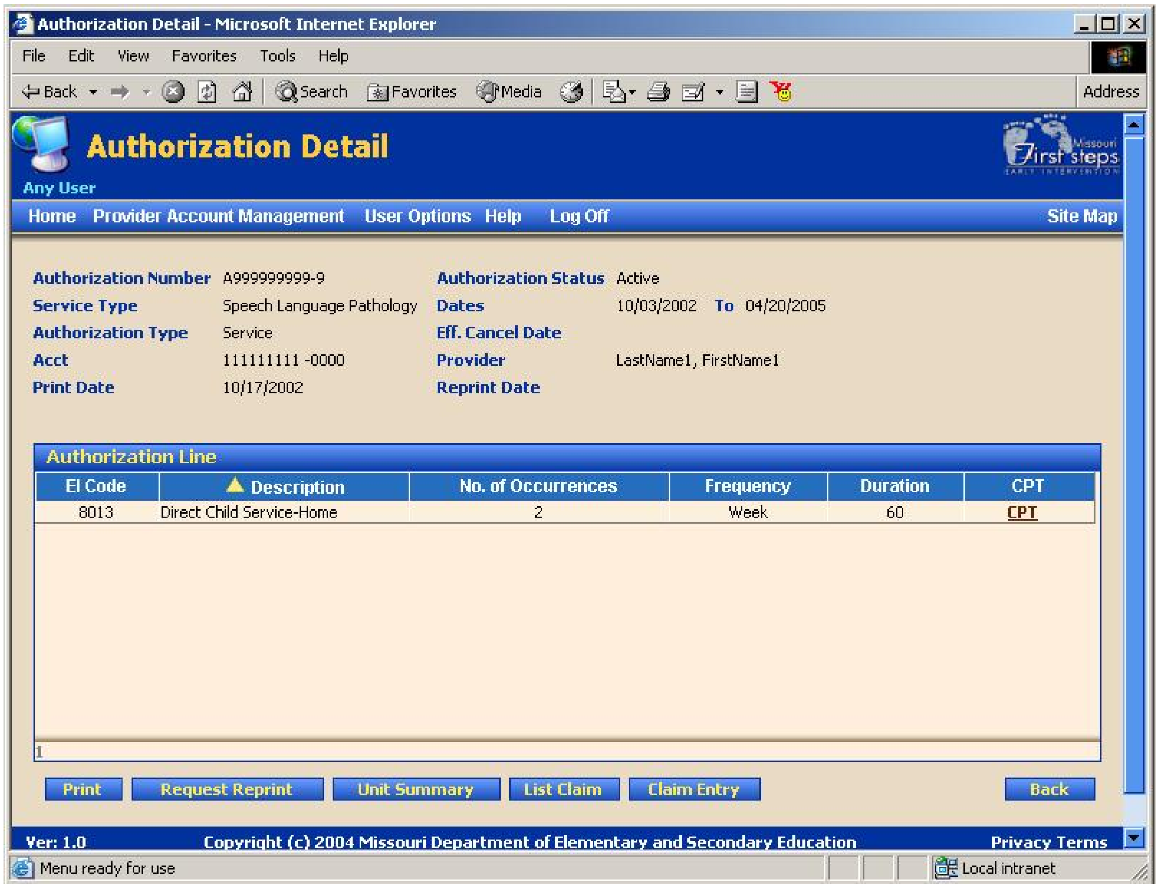
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Child Id
   - Authorization #
   - Last Name
   - First Name
   - Type
   - Start Date

- End Date

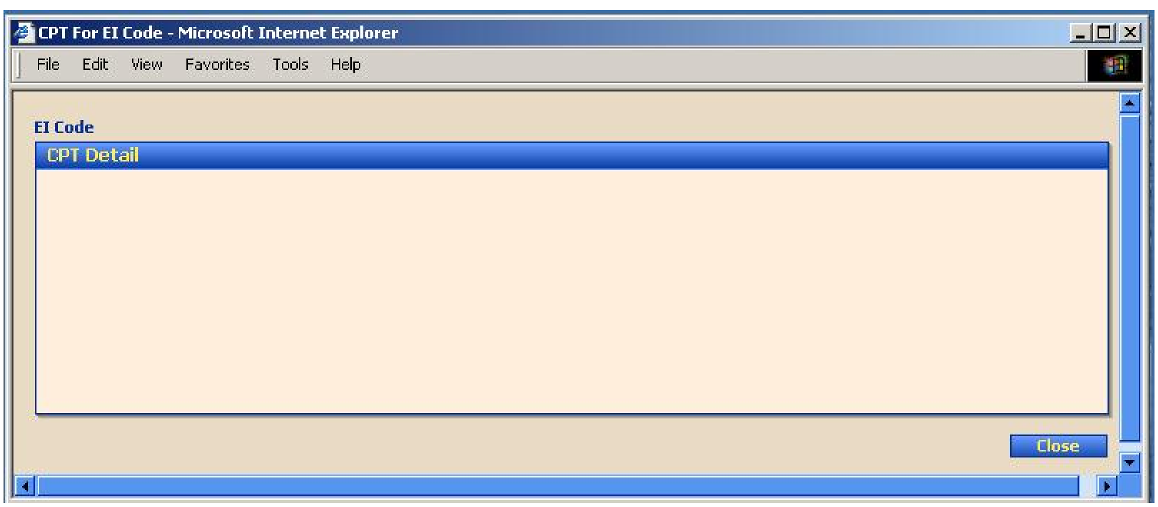
5. Click **Search** to perform a search based on the filter criteria entered. The Authorization List page displays.



6. Click the **Detail** icon next to a specific authorization in the **Search Results List** table. The Authorization Detail page displays.



7. Click the **CPT** link next to a specific authorization in the **Authorization Line** table. The CPT page displays.



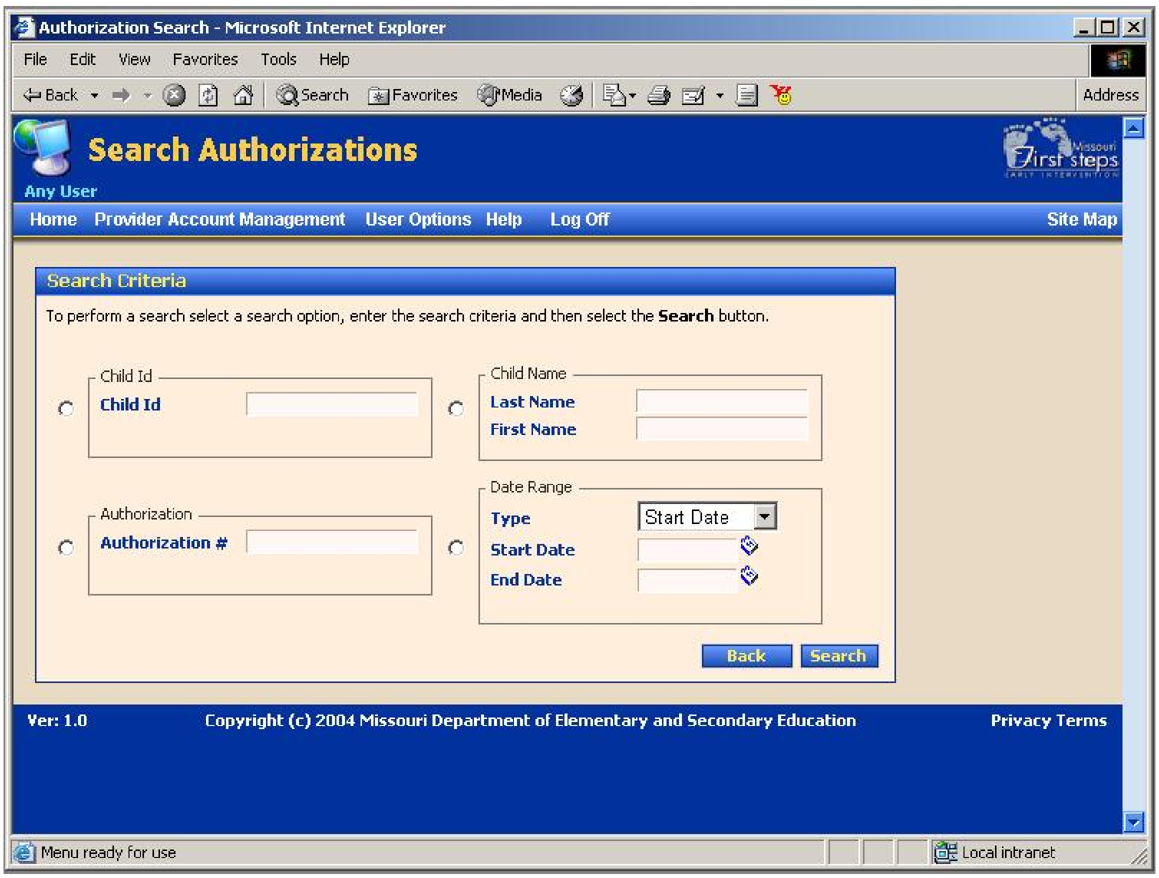
8. View the authorization's CPT information.

How Do I View Unit Summary Information for an Authorization

Use this exercise to view unit summary information for a specific authorization.

Complete the following steps to finish this exercise:

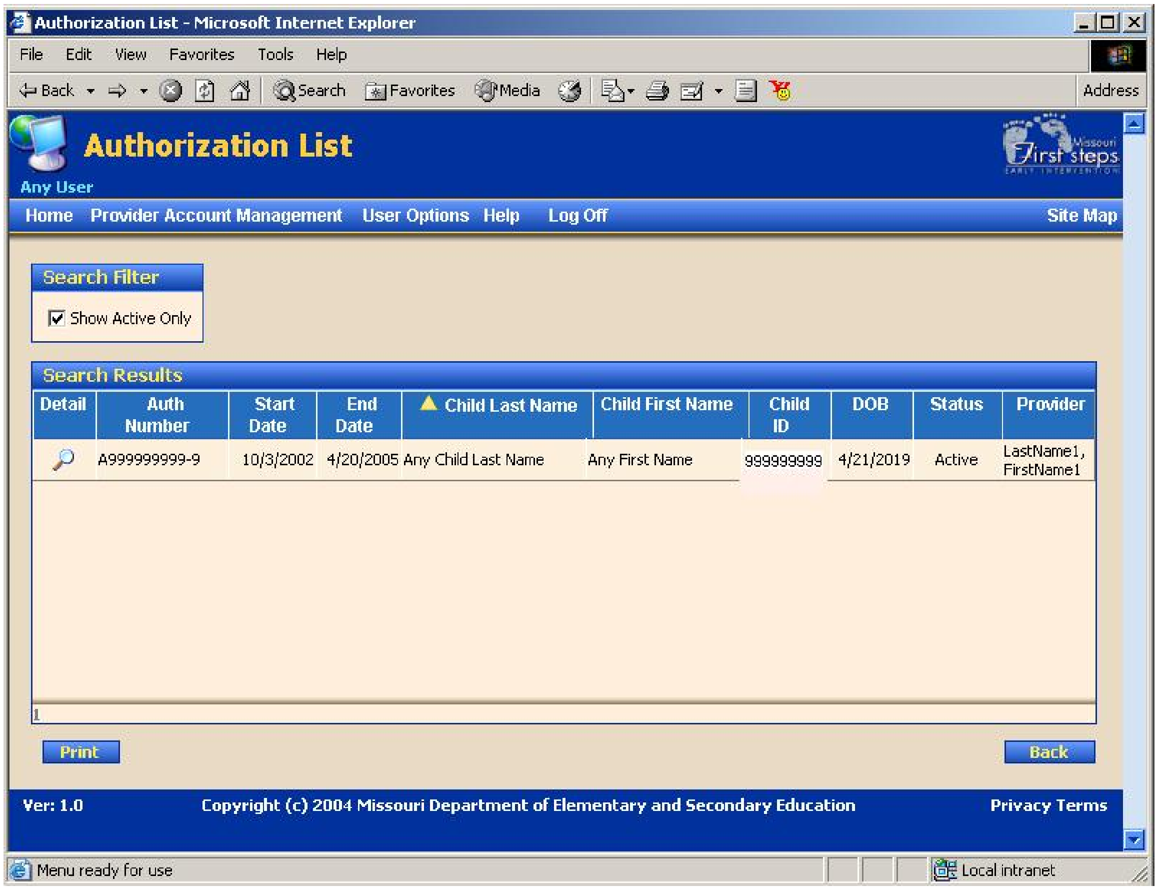
1. On the **Provider Account Management** pull-down menu, select the **Provider Billing** menu option. A sub-menu displays.
2. Select the **Search** sub-menu option. A sub-menu displays.
3. Select the **Authorizations** sub-menu option. The Search Authorizations page displays.



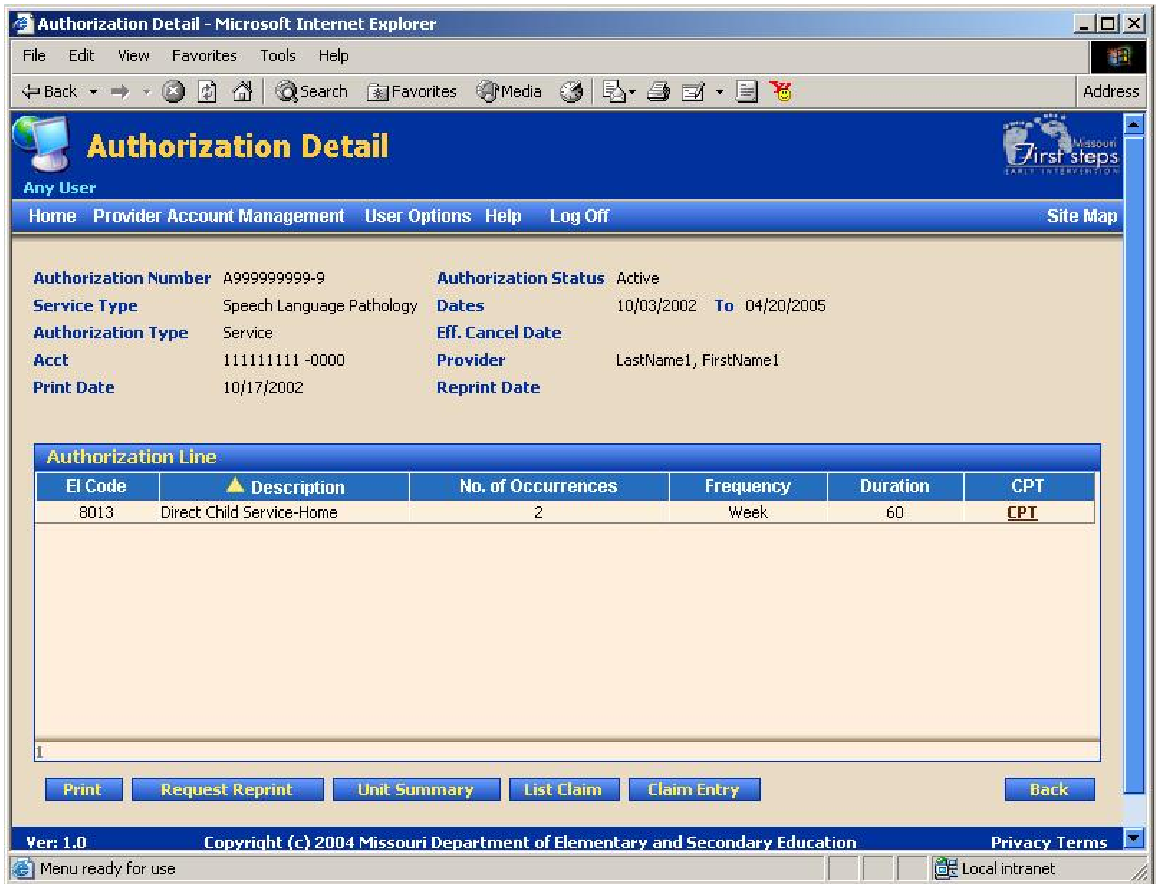
4. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
   - Child Id
   - Authorization #
   - Last Name
   - First Name
   - Type
   - Start Date

- End Date

5. Click **Search** to perform a search based on the filter criteria entered. The Authorization List page displays.



6. Click the **Detail** icon next to a specific authorization in the **Search Results List** table. The Authorization Detail page displays.



7. Click **Unit Summary**. The Unit Summary page displays.

8. View the authorization's unit summary information.